



DEPARTMENT OF AGRICULTURE
WASHINGTON

July 21, 1941.

MEMORANDUM NO. 928

FILED

Delegation of Authority to Land Use Coordinator
to approve memoranda of understanding relating to soil
conservation districts.

Please return to
Secretary's File Room

In accordance with the policy of delegating to appropriate officers of the Department certain functions which heretofore have been reserved by the Secretary, there is hereby delegated to the Land Use Coordinator the authority to sign, on behalf of the Secretary, memoranda of understanding to be entered into by the Department of Agriculture --

- (1) With the boards of supervisors of soil conservation districts organized under State Soil Conservation District Laws;
- (2) With State soil conservation committees, or other State or local agencies, covering activities related to the work of soil conservation districts.

This delegation does not affect the authority conferred upon the heads of agencies of the Department in paragraph numbered 3 of "A Statement by the Secretary of Agriculture Concerning Departmental Cooperation with Soil Conservation Districts" issued September 21, 1940, to sign or delegate the signing of supplemental memoranda of understanding that may be entered into pursuant to a basic memorandum between the Department and a soil conservation district.

Paul H. Huppel
Acting Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE
WASHINGTON



May 21, 1901

WASHINGTON, D. C.

Delegation of Authority to Land Use Conservation
to approve memoranda of understanding relative to soil
conservation districts.

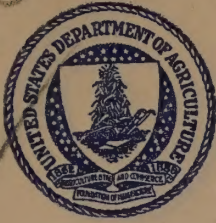
In accordance with the policy of delegating to appropriate officers of the Department certain functions which heretofore have been reserved by the Secretary, there is hereby delegated to the Land Use Commissioner the authority to sign, on behalf of the Secretary, memoranda of understanding to be entered into by the

Department of Agriculture --

- (1) With the boards of supervisors of soil conservation districts organized under State Soil Conservation District laws;
- (2) With State soil conservation committees, or other State or local agencies covering activities related to the work of soil conservation districts.

This delegation does not affect the authority conferred upon the heads of agencies of the Department in paragraph numbered 2 of "A Statement by the Secretary of Agriculture Concerning Departmental Cooperation with Soil Conservation Districts" issued September 21, 1900, to sign or delegate the signing of supplementary memoranda of understanding that may be entered into pursuant to a basic memorandum between the Department and a soil conservation district.

Acting Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

June 26, 1941.

MEMORANDUM NO. 919

Change in Membership of Emergency Projects
Committee

The Secretary has asked me to announce that Mr.
Harold A. Vogel of the Bureau of Agricultural Economics
has been designated to replace Mr. Raymond C. Smith
of that Bureau as a member of the Emergency Projects
Committee.

Emeril Jacobs
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

June 28 1941

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

MEMORANDUM NO. 10

Change in Membership of Emergency Projects
Committee

The Secretary has asked me to announce that Mr.
Harold A. Vogel of the Bureau of Agricultural Economics
has been designated to replace Mr. Raymond O. Smith
of that Bureau as a member of the Emergency Projects
Committee.

Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

June 30, 1941.

MEMORANDUM NO. 920

Board of Survey of the Beltsville Research Center

The Secretary has asked me to announce that the following representatives of the various Department agencies have been appointed to compose the membership of the new Board of Survey of the Beltsville Research Center:

C. A. Logan, Plant & Operations, Chairman
H. F. Sehorn, Alternate
Carl G. Potts, BAI, Member
Thos. H. Bartilson, Alternate
R. H. Black, AMS, Member
Wm. D. Lynch, Alternate
T. W. Moseley, BDI, Member
W. J. Sweetman, Alternate
J. I. Hambleton, E&PQ, Member
C. A. Weigel, Alternate
W. H. Larrimer, FS, Member
T. E. Maki, Alternate
J. H. Beattie, BPI, Member
Lewis Smallwood, Alternate
Lennah Curtiss Zens, BHE, Member
Lester E. Winfree, Alternate
E. L. Evinger, SCS, Member
J. M. Snyder, Alternate

This memorandum supersedes the membership of the original Board and all previous memoranda on this subject.

Carl Hamilton
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED
★
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

MEMORANDUM NO. 320
Board of Survey of the Beltsville Research Center

The Secretary has asked me to announce that the following representatives of the various department agencies have been appointed to compose the membership of the new Board of Survey of the Beltsville Research Center:

C. A. Logan, Plant & Operations, Chairman
E. F. Schmitz, Alternate
Earl G. Potter, HAI, Member
Thos. H. Harrison, Alternate
R. H. Black, HAI, Member
W. D. Lynch, Alternate
T. W. Mossley, HAI, Member
W. J. Swenson, Alternate
J. I. Hamilton, HAI, Member
C. A. Weigel, Alternate
W. H. Lammert, HAI, Member
T. E. Ward, Alternate
J. H. Beattie, HAI, Member
Lester E. Whitree, Alternate
Lester E. Whitree, HAI, Member
R. L. Evinger, HAI, Member
J. M. Snyder, Alternate

This memorandum supersedes the membership of the original Board and all previous memoranda on this subject.

Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BELTSVILLE RESEARCH CENTER
BELTSVILLE, MD.

April 4, 1941.

MEMORANDUM FOR THE SECRETARY
Department of Agriculture

The permanent Center Board of Survey, approved October 8, 1935, was formed for the purpose of satisfactorily disposing of materials and equipment in the custody of the various units operating at the Center, the certain accumulation of which would otherwise cause an unnecessary and unsightly condition.

The membership of the original Board was revised, under dates of April 6, 1937, and May 27, 1940, and, due to the increased number of units carrying on research work at the Center, it is recommended that the following representatives of the various Department agencies be appointed to compose the membership of the new Board, with authority to perform the functions stipulated in Paragraph 4421 of the Property Regulations.

Beltsville Research Center

C. A. Logan, Chairman; H. F. Blom, alternate

Approved: Arthur B. Hatch
Chief, Office of Plant and Operations

Bureau of Animal Industry

Carl G. Potts, Member; Thos. H. Bartilson, alternate

Approved: C. A. W. Miller
Acting Chief of Bureau

Agricultural Marketing Service

R. H. Black, Member; Wm. D. Lynch, alternate

Approved: J. G. [Signature]
Acting Chief, Agricultural Marketing Service

April 4, 1941.

MEMORANDUM FOR THE SECRETARY
Department of Agriculture

The permanent Center Board of Survey, approved October 8, 1935, was formed for the purpose of satisfactorily disposing of materials and equipment in the custody of the various units operating at the Center, the certain accumulation of which would otherwise cause an unnecessary and unsightly condition.

The membership of the original Board was revised, under dates of April 6, 1937, and May 27, 1940, and due to the increased number of units carrying on research work at the Center, it is recommended that the following representatives of the various Department agencies be appointed to compose the membership of the new Board, with authority to perform the functions stipulated in Paragraph 421 of the Property Regulations.

Beltsville Research Center

alternate

Chairman:

Approved:

Chief, Office of Plant and Operations

Bureau of Animal Industry

alternate

Member:

Carl E. Potts

Thomas F. Harrison

Approved:

Acting Chief of Bureau

Agricultural Marketing Service

alternate

Member:

R. H. Black

Mr. D. Lynch

Approved:

Acting Chief, Agricultural Marketing Service

Bureau of Dairy Industry

T. W. Moseley, Member;

W. J. Sweetman, alternate

Approved: *[Signature]*

Acting Chief of Bureau

Bureau of Entomology and Plant Quarantine

J. I. Hambleton, Member;

C. A. Weigel, alternate

Approved: *[Signature]*

Acting Chief of Bureau

Forest Service

W. H. Larrimer, Member;

T. E. Maki, alternate

Approved: *[Signature]*

Chief, Forest Service

Bureau of Plant Industry

[Signature], Member;

Lewis Smallwood, alternate

Approved: *[Signature]*

Chief of Bureau

Bureau of Home Economics

[Signature], Member;

[Signature], alternate

Approved: *[Signature]*

Chief of Bureau

Bureau of Dairy Industry

Member: T. W. Howley , alternate: W. J. Sweetman

Approved: [Signature]
Acting Chief of Bureau

Bureau of Entomology and Plant Quarantine

Member: J. I. Hamilton , alternate: C. A. Weigel

Approved: [Signature]
Acting Chief of Bureau

Forest Service

Member: W. H. Larimer , alternate: T. E. Mohr

Approved: [Signature]
Chief, Forest Service

Bureau of Plant Industry

Member: J. H. Carter , alternate: [Signature]

Approved: [Signature]
Acting Chief of Bureau

Bureau of Home Economics

Member: [Signature] , alternate: [Signature]

Approved: [Signature]
Chief of Bureau

Soil Conservation Service

E. L. Evinger, Member; J. M. Snyder, alternate

Approved: *D. J. Myer*
Acting Chief of Bureau

C. A. Logan
C. A. LOGAN, Chief
Division of Management & Operations

Approved:

Secretary

Date

Soil Conservation Service

Member: E. L. Ewing alternate Blank space

Approved: [Signature]
Acting Chief of Bureau

[Signature]
C. A. Logan, Chief
Division of Management & Operations

Approved:

Secretary

Date

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

U. S. DEPARTMENT OF AGRICULTURE
MIDDLE RESEARCH CENTER
PESVILLE, MARYLAND

6-25 1941

Miss Striker 6-9-41

Old pal -

I've recommended
to JRR that the
Committee job be
handed over to the
Library - but
while he's considering
it how's about
you drafting a memo
on this Committee?

J. I. Hambleton

September 12, 1935

FOR THE SECRETARY
of Agriculture

ive activities conducted at the
lly result if the regularized
ties of unserviceable materials
ion of this material is essential
y accumulations. To accomplish
pointment of a permanent board
ing representatives of the
ended, with authority to perform
raph 222 of the Property Regulations.

an A. FENNELL alternate

s: Thomas H. Bartilson alternate

R. Mohler
ef of Bureau

rs: K. E. Parks Alternate

. E. Reed
ief of Bureau

antine

J. I. Hambleton Member: F. L. Campbell alternate

Approved Lee A. Strong
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BELTSVILLE RESEARCH CENTER
BELTSVILLE, MARYLAND

September 12, 1935

MEMORANDUM FOR THE SECRETARY
Department of Agriculture

The manifold and extensive activities conducted at the Beltsville Research Center naturally result in the regularized production of considerable quantities of unserviceable materials and equipment. Frequent disposition of this material is essential to avoid unnecessary and unsightly accumulations. To accomplish this in a satisfactory way, the appointment of a permanent board of survey, composed of the following representatives of the various operating units is recommended, with authority to perform the functions stipulated in Paragraph 222 of the Property Regulations.

Beltsville Research Center

H. A. NELSON Chairman A. FENNELL alternate

Bureau of Animal Industry

William Jackson Members: Thomas H. Bartilson alternate

Approved: J. R. Mohler
Chief of Bureau

Bureau of Dairy Industry

T. W. Moseley Members: K. E. Parks Alternate

Approved O. E. Reed
Chief of Bureau

Bureau of Entomology & Plant Quarantine

J. I. Hambleton Member: F. L. Campbell alternate

Approved Lee A. Strong
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

September 12, 1932

MEMORANDUM FOR THE SECRETARY
Department of Agriculture

The manifold and extensive activities conducted at the Beltsville Research Center naturally result in the production of considerable quantities of undesirable materials and equipment. Frequent disposition of this material is essential to avoid unnecessary and wasteful accumulations. To accomplish this in a satisfactory way, the appointment of a permanent board of survey, composed of the following representatives of the various operating units is recommended, with authority to perform the functions stipulated in Paragraph 225 of the Property Regulations.

Beltsville Research Center

_____ H. A. NELSON _____ Chairman _____ A. FENWICK _____ alternate

Bureau of Animal Industry

_____ William Jackson _____ Members: _____ Thomas H. Barfield _____ alternate

Approved: _____ J. R. Mohler
Chief of Bureau

Bureau of Dairy Industry

_____ E. W. Mosley _____ Members: _____ E. W. Parks _____ alternate

Approved: _____ O. E. Reed
Chief of Bureau

Bureau of Entomology & Plant Quarantine

_____ J. I. Hagleton _____ Member: _____ F. L. Campbell _____ alternate

Approved: _____ Lee A. Stone
Chief of Bureau

Food and Drug Administration

W. S. Abbott Member: W. M. Davidson alternate

Approved F. B. Linton
Act. Chief

Bureau of Plant Industry

J. H. Beattie Member: F. E. Gardner alternate

Approved E. C. Auchter
Actg. Chief of Bureau.

H. A. Nelson
Director

APPROVED: October 8, 1935

M. L. WILSON
Acting Secretary, Department of Agriculture

COPY

Food and Drug Administration

W. E. Abbott _____ Member: W. M. Davidson alternate

Approved _____
Act. Chief _____

Bureau of Plant Industry

J. E. Reilly _____ Member: W. E. Gardner alternate

Approved _____
Act. Chief of Bureau _____

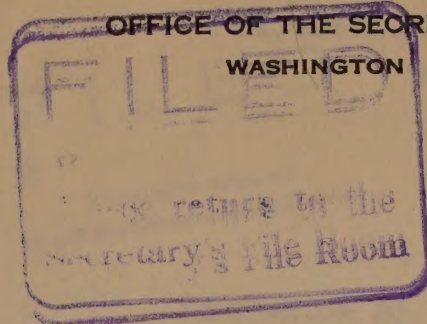
H. A. Nelson
Director

APPROVED: October 8, 1935

M. I. Wilson
Acting Secretary, Department of Agriculture

COPY

Regn. 4160
Dated 5-1-43
UNITED STATES DEPARTMENT OF AGRICULTURE



CHIEFS OF BUREAU

April 30, 1943

MEMORANDUM NO. 920, REVISED

Board of Survey, Beltsville Research Center

The membership of the Board of Survey, Beltsville Research Center, is now as follows:

C. A. Logan, Division of Management and Operations, Chairman
H. F. Sehorn, Alternate
Carl G. Potts, BAI, Member
Thomas H. Bartilson, Alternate
W. A. Davidson, FDA, Member
Wm. D. Lynch, Alternate
T. W. Moseley, BDI, Member
W. J. Sweetman, Alternate
J. I. Hambleton, E&PQ, Member
C. A. Weigel, Alternate
W. H. Larrimer, FS, Member
T. E. Maki, Alternate
J. H. Beattie, BPIS&AE, Member
Lewis Smallwood, Alternate
William Stone, BHN&HE, Member
Ida McAuliffe, Alternate
J. M. Snyder, SCS, Member
C. S. Britt, Alternate

Memorandum No. 920 of June 30, 1941, is hereby canceled.

Paul H. Huppel
Under Secretary

BELTSVILLE CENTER

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM NO. 323, 1941

Board of Survey, Selkayville Research Center

The membership of the Board of Survey, Selkayville Research Center, is now as follows:

C. A. Logan, Division of Management and Operations, Chairman
... ..
Carl G. Foster, EAS, Member
Thomas W. Harrison, Alternate
W. A. Davidson, EAS, Member
H. E. Lynch, Alternate
T. F. Mosley, EAS, Member
T. J. Swenson, Alternate
J. I. Hamilton, EAS, Member
C. A. Logan, Alternate
W. F. Lister, EAS, Member
T. E. Allen, Alternate
J. H. Bosters, EAS, Member
Lawrence Wood, Alternate
William Stone, EAS, Member
L. A. McAllister, Alternate
J. W. Snyder, EAS, Member
C. J. Price, Alternate

Memorandum No. 323 of June 23, 1941, is hereby cancelled.

United Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

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Please return to
the Secretary's File Room

July 7, 1941.

PHC

MEMORANDUM NO. 921

Establishment of U. S. Department of Agriculture Defense Boards
to Coordinate Departmental Defense Administration
in Each State and County.

National defense is the first order of business in the U. S. Department of Agriculture "for the duration." The President's recent action in establishing the Office of Agricultural Defense Relations in the Office of the Secretary of Agriculture signifies, as do other developments, the vital importance of agriculture in the defense program.

The defense program has added enormously to the duties of the Department of Agriculture. It has caused and will require in the future many changes and developments in the programs administered by the Department. Many of the new activities require handling here in Washington, particularly those related to production of

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Board of Survey, California Research Center

The membership of the Board of Survey, California Research Center, is now as follows:

- G. A. Jones, Division of Management and Operations, Chairman
- E. E. Johnson, Alternate
- Carl B. Jones, BA, Member
- Thomas W. Harrell, Alternate
- W. A. Taylor, BA, Member
- W. L. Jones, Alternate
- T. F. Mosley, BA, Member



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

★ Please return to
the Secretary's File Room

July 7, 1941.

PRZ

MEMORANDUM NO. 921

Establishment of U. S. Department of Agriculture Defense Boards
to Coordinate Departmental Defense Administration
in Each State and County.

National defense is the first order of business in the U. S. Department of Agriculture "for the duration." The President's recent action in establishing the Office of Agricultural Defense Relations in the Office of the Secretary of Agriculture signifies, as do other developments, the vital importance of agriculture in the defense program.

The defense program has added enormously to the duties of the Department of Agriculture. It has caused and will require in the future many changes and developments in the programs administered by the Department. Many of the new activities require handling here in Washington. Many others -- particularly those related to production of agricultural commodities -- require action throughout the Nation. To coordinate our administrative tasks in the field as these tasks relate to defense is urgently essential. This memorandum, consequently, has to do with field administration of Federal programs and activities of defense character or with defense implications for which the Secretary of Agriculture has specific responsibility.

1. In order (a) to expedite and coordinate in the field, administration of the activities carried on by the Department in furtherance of or that involve the national defense, and (b) to coordinate these Departmental activities with activities of other defense agencies in the field, I direct herewith the establishment of a U.S. Department of Agriculture Defense Board in each county and each State of the United States.

2. In each State, the membership of the U. S. Department of Agriculture State Defense Board shall be composed of a principal field officer of each of the following agencies, to be designated by the chiefs of the respective agencies: The Agricultural Adjustment Administration, the Bureau of Agricultural Economics, the Farm Security Administration, the Soil Conservation Service, the Farm Credit Administration, the Surplus Marketing Administration, the Agricultural Marketing Service, the Forest Service, and the Rural Electrification Administration, and the State Director of Extension.

DEPARTMENT OF AGRICULTURE

WASHINGTON



MEMORANDUM NO. 921

Establishment of U. S. Department of Agriculture Defense Boards to Coordinate Departmental Defense Administration in Each State and County.

National defense is the first order of business in the U. S. Department of Agriculture "for the duration." The President's recent action in establishing the Office of Agricultural Defense Relations in the Office of the Secretary of Agriculture signifies, as do other developments, the vital importance of agriculture in the defense program.

The defense program has added enormously to the duties of the Department of Agriculture. It has caused and will require in the future many changes and developments in the programs administered by the Department. Many of the new activities require handling here in Washington. Many others -- particularly those related to production of agricultural commodities -- require action throughout the Nation. To coordinate our administrative tasks in the field as these tasks relate to defense is urgently essential. This memorandum, consequently, has to do with field administration of Federal programs and activities of defense character or with defense functions for which the Secretary of Agriculture has specific responsibility.

1. In order (a) to expedite and coordinate in the field, administration of the activities carried on by the Department in furtherance of or that involve the national defense, and (b) to coordinate these Departmental activities with activities of other defense agencies in the field, I direct herewith the establishment of a U. S. Department of Agriculture Defense Board in each State and each State of the United States.

2. In each State, the members of the U. S. Department of Agriculture State Defense Board shall be composed of a principal field officer of each of the following agencies, to be designated by the chief of the respective agencies: The Agricultural Adjustment Administration, the Bureau of Agricultural Economics, the Farm Security Administration, the Soil Conservation Service, the Farm Credit Administration, the Bureau of Plant Industry, the Agricultural Marketing Service, the Forest Service, and the Rural Electrification Administration, and the State Director of Extension.

3. Chairmen of the State Boards are herewith designated, as follows:

Alabama - A. W. Jones, Auburn
Arizona - John C. Jamieson, Phoenix
Arkansas - John B. Daniels, Little Rock
California - Dave Davidson, Berkeley
Colorado - George E. Brown, Fort Collins
Connecticut - Julian B. Thayer, Hartford
Delaware - Clarence E. Ocheltree, Newark
Florida - H. G. Clayton, Gainesville
Georgia - T. R. Breedlove, Athens
Idaho - Milford J. Vaught, Boise
Illinois - Lee M. Gentry, Decatur
Indiana - L. Marshall Vogler, Indianapolis
Iowa - Albert J. Loveland, Des Moines
Kansas - Roy C. Wilson, Manhattan
Kentucky - M. D. Royse, Lexington
Louisiana - G. J. Durbin, University
Maine - Fred J. Nutter, Orono
Maryland - Harry H. Nuttle, College Park
Massachusetts - Charlie B. Jordan, Amherst
Michigan - Maurice A. Dean, Lansing
Minnesota - Charles W. Stickney, St. Paul
Mississippi - T. M. Patterson, Jackson
Missouri - Clarence W. Sheppard, Columbia
Montana - Robert J. McKenna, Bozeman
Nebraska - Fred S. Wallace, Lincoln
Nevada - Edward A. Settlemeyer, Reno
New Hampshire - J. Ralph Graham, Durham
New Jersey - Charles A. Collins, New Brunswick
New Mexico - Fred L. O'Cheskey, State College
New York - Ralph Y. DeWolfe, Ithaca
North Carolina - G. T. Scott, Raleigh
North Dakota - Harry D. Lohse, Fargo
Ohio - Elmer F. Kruse, Columbus
Oklahoma - J. Carl Wright, Stillwater
Oregon - William H. Steen, Corvallis
Pennsylvania - James E. Walker, Harrisburg
Rhode Island - Oscar R. Hallene, Kingston
South Carolina - R. W. Hamilton, Columbia
South Dakota - Alfred R. Barnes, Huron
Tennessee - A. A. Deakins, Nashville
Texas - E. N. Holmgreen, College Station
Utah - Sidney J. Nebeker, Logan
Vermont - W. F. Sinclair, Burlington
Virginia - John H. East, Blacksburg
Washington - Henry B. Ramsey, Pullman
West Virginia - H. S. Vandervort, Morgantown
Wisconsin - Walter F. Katterhenry, Madison
Wyoming - Adrian C. Shoemaker, Laramie

3. Chairmen of the State Boards are herewith designated, as follows:

Alabama - A. W. Jones, Auburn
Arizona - John C. Jamieson, Phoenix
Arkansas - John B. Daniels, Little Rock
California - Dave Davidson, Berkeley
Colorado - George H. Brown, Fort Collins
Connecticut - Julian B. Thayer, Hartford
Delaware - Clarence E. Ochsness, Newark
Florida - H. G. Olyson, Gainesville
Georgia - T. R. Bredlove, Athens
Idaho - Wilford J. Vande, Boise
Illinois - Lee M. Gentry, Decatur
Indiana - L. Marshall Vohler, Indianapolis
Iowa - Albert J. Loveland, Des Moines
Kansas - Roy C. Wilson, Manhattan
Kentucky - M. D. Boyce, Lexington
Louisiana - G. J. Durrin, University
Maine - Fred J. Hunter, Orono
Maryland - Harry H. Nuttle, College Park
Massachusetts - Charlie B. Jordan, Amherst
Michigan - Maurice A. Doan, Lansing
Minnesota - Charles W. Stickney, St. Paul
Mississippi - T. M. Patterson, Jackson
Missouri - Clarence W. Sheppard, Columbia
Montana - Robert J. McKenna, Bozeman
Nebraska - Fred S. Wallace, Lincoln
Nevada - Edward A. Bettlemeyer, Reno
New Hampshire - J. Ralph Graham, Durham
New Jersey - Charles A. Collins, New Brunswick
New Mexico - Fred L. O'Cheskey, State College
New York - Ralph Y. Dewolf, Ithaca
North Carolina - G. T. Scott, Raleigh
North Dakota - Harry D. Jones, Fargo
Ohio - Elmer F. Kraus, Columbus
Oklahoma - J. Carl Wright, Stillwater
Oregon - William E. Steen, Corvallis
Pennsylvania - James E. Walker, Harrisburg
Rhode Island - Oscar B. Hallane, Kingston
South Carolina - R. W. Hamilton, Columbia
South Dakota - Alfred H. Barnes, Huron
Tennessee - A. A. Perkins, Nashville
Texas - W. M. Holmgren, College Station
Utah - Sidney J. Hecker, Logan
Vermont - W. N. Sinclair, Burlington
Virginia - John H. East, Blacksburg
Washington - Henry B. Ramsey, Pullman
West Virginia - H. S. Vandervoort, Morgantown
Wisconsin - Walter T. Katterhous, Madison
Wyoming - Adrian C. Shoresker, Laramie

4. In each county, the members of the U.S. Department of Agriculture County Defense Board shall be the head officers or representatives located in the county of the Agricultural Adjustment Administration, the Farm Security Administration, the Soil Conservation Service, the Forest Service, the Rural Electrification Administration, the county Extension Service, and the constituent agencies of the Farm Credit Administration.

5. In each county the Chairman of the Agricultural Adjustment Administration County Committee shall serve as Chairman of the U. S. Department of Agriculture County Defense Board.

6. Through its Chairman, each U.S. Department of Agriculture County Defense Board shall be responsible to the U.S. Department of Agriculture State Defense Board.

7. Through its Chairman, each U.S. Department of Agriculture State Defense Board shall be responsible to the Secretary of Agriculture.

8. Under direction of the Secretary, the U.S. Department of Agriculture State Defense Boards are authorized to confer with, advise and arrange cooperation with other defense agencies having State or local offices, and to arrange for maximum cooperation of all Department field personnel in defense undertakings. Other specific functions will be assigned to the Boards from time to time by the Secretary. While specific defense assignments also will be given to specific agencies of the Department, information about such assignments will be given to the Boards and responsibility for seeing that Department field personnel generally is fully informed and enabled to cooperate is within the function of the Boards. The U.S. Department of Agriculture Defense Boards are expected also to report to the Secretary field problems and developments felt to affect the progress of defense efforts.

9. The U.S. Department of Agriculture State Defense Boards shall assign to the U. S. Department of Agriculture County Defense Boards county responsibility for such assignments as are given the State Boards by the Secretary.

10. Nothing in the order alters the cooperative relations of the Department of Agriculture with the State Extension Services, or the responsibilities of the State Extension Services in education and land-use planning; neither does it alter the normal functioning of the named agencies of the Department in effectuating their non-defense responsibilities, but all agencies and all employees are asked to incorporate with their regular responsibilities the emergency responsibilities of defense, and all employees are asked to see that defense activities be reflective of the comprehensive Department program represented by the various agencies of the Department.

Claude B. Wickard
Secretary.

4. In each county, the members of the U.S. Department of Agriculture County Defense Board shall be the head officers or representatives located in the county of the Agricultural Adjustment Administration, the Farm Security Administration, the Soil Conservation Service, the Forest Service, the Rural Electrification Administration, the County Extension Service, and the constituent agencies of the Farm Credit Administration.

5. In each county the Chairman of the Agricultural Adjustment Administration County Committee shall serve as Chairman of the U. S. Department of Agriculture County Defense Board.

6. Through its Chairman, each U.S. Department of Agriculture County Defense Board shall be responsible to the U.S. Department of Agriculture State Defense Board.

7. Through its Chairman, each U.S. Department of Agriculture State Defense Board shall be responsible to the Secretary of Agriculture.

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9. The U.S. Department of Agriculture State Defense Boards shall assign to the U. S. Department of Agriculture County Defense Boards county responsibility for such assignments as are given the State Boards by the Secretary.

10. Nothing in the order alters the cooperative relations of the Department of Agriculture with the State Extension Service, or the responsibilities of the State Extension Service in education and land-use planning; neither does it alter the normal functioning of the named agencies of the Department in effectuating their non-defense responsibilities but all agencies and all employees are asked to cooperate with their regular responsibilities the emergency responsibilities of defense, and all employees are asked to see that defense activities be reflective of the comprehensive Department program represented by the various agencies of the Department.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 29, 1941

MEMORANDUM NO. 921 (AMENDMENT NO. 1)

Establishment of U. S. Department of Agriculture Defense Boards
to Coordinate Departmental Defense Administration
in Hawaii and Puerto Rico

Paragraph No. 2 is amended to add the following sentence: In Hawaii and Puerto Rico the membership of the U. S. Department of Agriculture State Defense Boards shall be composed of a principal field officer of each of the above agencies which has a regularly established office in the respective areas. In addition, the Bureau of Entomology and Plant Quarantine shall be represented on both boards, and in Puerto Rico there shall be a representative of the Bureau of Animal Industry and the U. S. Department of Agriculture Experiment Station.

Paragraph No. 3 is amended to include the following:

Hawaii - W. Norman King, Honolulu
Puerto Rico - J. Bernard Frisbie, San Juan

Paragraph No. 9 is amended to include the following sentence: No County Defense Boards are to be established in Hawaii or Puerto Rico, full responsibility for carrying out assignments by the Secretary to devolve upon the State Defense Boards.

Claude R. Wickard

Secretary of Agriculture

December 28, 1941

MEMORANDUM FOR THE SECRETARY OF AGRICULTURE

Establishment of U. S. Department of Agriculture Bureau
of Cooperative Extension Service
in Alaska and Hawaii

Paragraph No. 2 is amended to add the following sentence: In Alaska and Hawaii the membership of the U. S. Department of Agriculture Bureau of Cooperative Extension Service shall be composed of a principal field officer of each of the above agencies which has a specialty established office in the respective areas. In addition, the Bureau of Entomology and Plant Quarantine shall be represented on both boards, and in Hawaii there shall be a representative of the Bureau of Animal Industry and the U. S. Department of Agriculture Experiment Station.

Paragraph No. 3 is amended to include the following:

Hawaii - E. James King, Honolulu
Hawaii also - J. James King, Honolulu

Paragraph No. 3 is amended to include the following sentence: In County Extension Boards are to be established in Hawaii in Alaska also, full responsibility for carrying out arrangements by the Secretary to develop along the State Extension Board.

Charles R. Wickard

Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
WASHINGTON

January 7, 1942.

MEMORANDUM NO. 921, SUPPLEMENT 1

State and County U.S.D.A. Defense Boards

FILED

Please return to
the Secretary's File Room

My memorandum No. 921 of July 5, 1941, stated that national defense is the first order of business in the United States Department of Agriculture. With that idea in mind U.S.D.A. Defense Boards were established in each State and in each agricultural county to coordinate administration of departmental defense work.

The declaration of war and the march of national and international events during recent weeks have placed a much greater responsibility upon all of us to see that all facilities of the Department are fully coordinated toward winning the war. A part of this responsibility is to see that each Board functions as adequately and efficiently as is possible. To accomplish this purpose the following supplements and amendments are made to my memorandum of July 5, 1941.

(1) Effective immediately the title State U.S.D.A. and county Defense Boards is changed to "State (or County) U.S.D.A. War Board."

(2) These Boards will function as the representative of the Department of Agriculture in the war effort, including further extension of the food and fiber production programs, the handling of problems arising out of war priorities on materials needed in agriculture; shortages, such as those of labor, materials, and machinery; the gathering of specified agricultural information of vital importance to the war time effort, and cooperation at the State or County level with other defense agencies and programs.

(3) All instructions to State War Boards shall be issued by my office, and shall cover the tasks to be performed in the States or counties in connection with the Department of Agriculture's participation in the war effort. While instructions on War Board work will come from my office, the Boards should not hesitate to propose or undertake action necessary to carry out assignments.

(4) The State War Boards are charged with the satisfactory performance of all work assigned to them (or through them to the field agencies of the Department) by the Secretary. Full responsibility will be upon the Chairman of the State Board and he must take the necessary steps to see that the job gets done. The Chairman of the State War Board is not given administrative supervision over the personnel or equipment of any Department agency, but if for any reason a field representative of an agency fails properly to carry out the work requested by the Chairman of the Board, the Chairman shall report the circumstances to the Secretary of Agriculture for appropriate action.

NATIONAL DEFENSE /

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 921, SUPPLEMENT
State and County U.S.D.A. Defense Boards

My memorandum No. 921 of July 2, 1941, stated that national defense is the first order of business in the United States Department of Agriculture. With that in mind, in 1940 U.S.D.A. Defense Boards were established in each State and in each agricultural county to coordinate administration of departmental defense work.

The declaration of war and the attack of national and international events during recent weeks have placed a much greater responsibility upon all of us to see that all facilities of the Department are fully coordinated toward winning the war. A part of this responsibility is to see that each Board functions as efficiently and effectively as is possible. To accomplish this end the following suggestions and amendments are made to my memorandum of July 2, 1941.

(1) Effective immediately the title State U.S.D.A. and County Defense Board is changed to "State (or County) U.S.D.A. War Board."

(2) These Boards will function as the representative of the Department of Agriculture in the war effort, including further extension of the food and fiber production program, the handling of problems arising out of war production on materials needed in agriculture; shortages, such as those of labor, materials, and machinery; the gathering of specialized agricultural information of vital importance to the war effort, and cooperation at the State or County level with other defense agencies and programs.

(3) All instructions to State War Boards shall be issued by my office, and shall cover the tasks to be performed in the State or County in connection with the Department of Agriculture's participation in the war effort. While instructions on War Board work will come from my office, the Boards should not hesitate to propose or undertake action necessary to carry out assignments.

(4) The State War Boards are charged with the satisfactory performance of all work assigned to them (or through them to the field agencies of the Department) by the Secretary. Full responsibility will be upon the Chairman of the State Board and he must take the necessary steps to see that the job gets done. The Chairman of the State War Board is not given administrative or supervisory over the personnel or equipment of any Department agency, but it is for any reason a field representative of an agency to carry out the work requested by the Chairman of the Board. The Chairman shall report the circumstances to the Secretary of Agriculture for appropriate action.

January 7, 1942.

(5) The Chairman of the State War Board must be in position personally to devote the necessary time to War Board work, or he must designate someone to act in his stead so that the office of the chairman of the War Board will be capable at all times of carrying out assignments and work related to the assignments. If the Chairman of the State War Board needs to designate someone to assist him, he shall designate another member of the State AAA Committee, or some person in the State AAA office, or another member of the War Board. The Chairman shall call upon the State AAA office for personnel, office space, equipment, and other general service facilities as may be needed by the State War Board, and the AAA shall provide for paying such salaries and other items of expense out of its budget, or through arrangements with other agencies.

(6) In assigning specific jobs pertaining to the agricultural war work to the various agencies of the Department, the State Board should consider carefully the training and ability of the personnel and the physical facilities in each such agency. The Board may utilize the services of members of the State Extension services, field representatives of other agencies of the Department, or AAA farmer fieldmen for the purpose of holding or participating in county meetings, making their specialized knowledge and abilities available to the War Board or otherwise assisting or representing the State War Board in the counties. Such services of individuals will be made available and supervised to the greatest possible extent through the existing administrative facilities of the appropriate agency of the Department in order to avoid any confusion which might arise from divided authority in controlling the duties of such persons. For example, if the services of Agricultural Marketing Administration fieldmen, district Extension Agents, or field employees of other agencies are needed for some particular work, the State Chairman of the War Board should make his request for such services to the person in charge of the administration of that particular agency in the State or region, instead of attempting to contact and supervise such field employees directly through the State Board.

(7) All duties assumed by the Department of Agriculture with regard to agriculture's participation in the war effort at the county level will be handled by or through the County U.S.D.A. War Board. The Chairman of the County War Board is charged with full responsibility for the satisfactory performance of all work assigned to that Board by the State War Board. As in the case of State Boards, the Chairman of the County War Board is not given administrative supervision over personnel of other agencies, but if a county representative of an agency fails to carry out work requested by the Chairman of the County Board, the county chairman shall report the circumstances to the State U.S.D.A. War Board for appropriate action.

(8) The office of the County U.S.D.A. War Board must be capable of and prepared at all times to carry out instructions received from the State Board and otherwise performing its duties. Either the Chairman of the County War Board or some other person must be in position to devote the necessary time to this work. In those counties where the Chairman of the County War Board cannot devote the necessary time, or is not otherwise able to perform this task, he is authorized, if necessary, to designate an assistant who shall be another elected member of the county or community agricultural conservation committee, an employee of the local county agricultural conservation association, or another member of the county board.

(5) The Chairman of the State War Board must be in position personally to devote the necessary time to War Board work, or he must designate someone to act in his stead so that the office of the Chairman of the War Board will be capable at all times of carrying out assignments and work related to the assignments. If the Chairman of the State War Board needs to designate someone to assist him, he shall designate another member of the State AAA Committee, or some person in the State AAA office, or another member of the War Board. The Chairman shall call upon the State AAA office for personnel, office space, equipment, and other general services facilities as may be needed by the State War Board, and the AAA shall provide for paying such salaries and other items of expenses out of its budget, or through arrangements with other agencies.

(6) In assigning specific jobs pertaining to the agricultural war work to the various agencies of the Department, the State Board should consider carefully the training and ability of the personnel and the physical facilities in each such agency. The Board may utilize the services of members of the State Extension services, field representatives of other agencies of the Department, or AAA farmer fieldmen for the purpose of holding or participating in county meetings, making their specialized knowledge and abilities available to the War Board or otherwise assisting or representing the State War Board in the counties. Such services of individuals will be made available and supervised to the greatest possible extent through the existing administrative facilities of the appropriate agency of the Department in order to avoid any confusion which might arise from divided authority in controlling the duties of such persons. For example, if the services of Agricultural Marketing Administration fieldmen, district Extension Agents, or field employees of other agencies are needed for some particular work, the State Chairman of the War Board should make his request for such services to the person in charge of the administration of that particular agency in the State or region, instead of attempting to contact and supervise such field employees directly through the State Board.

(7) All duties assumed by the Department of Agriculture with regard to agriculture's participation in the war effort at the county level will be handled by or through the County U.S.D.A. War Board. The Chairman of the County War Board is charged with full responsibility for the satisfactory performance of all work assigned to that Board by the State War Board. As in the case of State Boards, the Chairman of the County War Board is not given administrative supervision over personnel of other agencies, but if a county representative of an agency fails to carry out work requested by the Chairman of the County Board, the county chairman shall report the circumstances to the State U.S.D.A. War Board for appropriate action.

(8) The office of the County U.S.D.A. War Board must be capable of and prepared at all times to carry out instructions received from the State Board or otherwise performing its duties. Either the Chairman of the County War Board or some other person must be in position to devote the necessary time to this work. In those counties where the Chairman of the County War Board cannot devote the necessary time, or is not otherwise able to perform this task, he is authorized, if necessary, to designate an assistant who shall be another elected member of the county or community agricultural conservation committee, an employee of the local county agricultural conservation association, or another member of the county board.

January 7, 1942.

(9) It shall be the responsibility of the State Chairman to see that all counties in his State have made proper arrangements for the required personnel, office space, equipment, and other general service facilities needed by the County War Board, such personnel and general service facilities to be paid, as a general rule, through the county agricultural conservation association.

(10) The chairmen of the State War Board and the County War Board shall cooperate with and utilize to the fullest possible extent the services and facilities of all agencies of the Department of Agriculture represented in ^{their} ~~his~~ State or county, taking care to see that wherever practicable existing channels of administrative authority are not confused by dividing the source of authority in controlling the work of individuals.

(11) Each agency of the Department is hereby instructed to cooperate to the fullest possible extent with the War Boards, and to make it a part of its responsibility to see to it that the duties and work assigned to it by the Board are completed in a thorough and efficient fashion. Above everything else, it is vitally important that the facilities of each agency of the Department be readily available to each War Board and that all cooperate eagerly and with initiative.

Claude R. Wickard
Secretary

Index entries:

WAR BOARDS

Boards, War, U.S.D.A. State and County
State U.S.D.A. War Boards
County U.S.D.A. War Boards
Defense Boards, U.S.D.A. State and County

(9) It shall be the responsibility of the State Chairman to see that all counties in his State have made proper arrangements for the required personnel, office space, equipment, and other general service facilities needed by the County War Board, such personnel and general service facilities to be paid, as a general rule, through the county agricultural conservation association.

(10) The chairman of the State War Board and the County War Board shall cooperate with and utilize to the fullest possible extent the services and facilities of all agencies of the Department of Agriculture represented in the State or county, taking care to see that wherever practicable existing channels of administrative authority are not confused by dividing the source of authority in controlling the work of individuals.

(11) Each agency of the Department is hereby instructed to cooperate to the fullest possible extent with the War Boards, and to make it a part of its responsibility to see to it that the duties and work assigned to it by the Board are completed in a thorough and efficient fashion. Above everything else, it is vitally important that the facilities of each agency of the Department be readily available to each War Board and that all cooperate eagerly and with initiative.

Charles R. Whitcomb
Secretary

Index entries:

WAR BOARDS
Boards, War, U.S.D.A., State and County
State U.S.D.A. War Boards
County U.S.D.A. War Boards
Reference Boards, U.S.D.A., State and County

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 6, 1942

MEMORANDUM NO. 921, SUPPLEMENT 2

State U.S.D.A. War Boards

*Requis. No. 2731
June 8, 1942*

In view of the fact that several changes have occurred since Memorandum No. 921 of July 5, 1941, was issued, there is given below a revised list of State U.S.D.A. War Board Chairmen:

Alabama - A. W. Jones, Auburn
Arizona - O. M. Lassen, Phoenix
Arkansas - John B. Daniels, Little Rock
California - Dave Davidson, Berkeley
Colorado - Dewey J. Harman, Fort Collins
Connecticut - Dwight J. Minor, Hartford
Delaware - Clarence E. Ocheltree, Newark
Florida - H. G. Clayton, Gainesville
Georgia - T. R. Breedlove, Athens
Idaho - Milford J. Vaught, Boise
Illinois - Lee M. Gentry, Decatur
Indiana - L. Marshall Vogler, Indianapolis
Iowa - Albert J. Loveland, Des Moines
Kansas - Lawrence H. Norton, Manhattan
Kentucky - M. D. Royse, Lexington
Louisiana - G. J. Durbin, University
Maine - Fred J. Nutter, Orono
Maryland - J. R. Blanford, College Park
Massachusetts - Charlie B. Jordan, Amherst
Michigan - Maurice A. Doan, Lansing
Minnesota - Charles W. Stickney, St. Paul
Mississippi - T. M. Patterson, Jackson
Missouri - Clarence W. Sheppard, Columbia
Montana - Robert J. McKenna, Bozeman
Nebraska - Abner K. Chestem, Lincoln
Nevada - Edward A. Settlemyer, Reno
New Hampshire - J. Ralph Graham, Durham
New Jersey - Charles A. Collins, New Brunswick
New Mexico - Fred L. O'Cheskey, State College
New York - Ralph Y. DeWolfe, Ithaca
North Carolina - G. T. Scott, Raleigh
North Dakota - Ervin W. Anderson, Fargo
Ohio - Elmer F. Kruse, Columbus
Oklahoma - H. P. Moffit (C.T. Cameron, Acting), Stillwater

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM FOR THE SECRETARY

State U.S.D.A. New York

In view of the fact that several changes have occurred since
Memorandum No. 221 of July 3, 1941, was issued, there is given
below a revised list of State U.S.D.A. New York Agents:

Alabama - A. W. Jones, Auburn
Arizona - O. M. Latham, Phoenix
Arkansas - John B. Daniels, Little Rock
California - Dave Davidson, Berkeley
Colorado - Dewey S. Carson, Fort Collins
Connecticut - Dwight J. Minor, Hartford
Delaware - Clarence E. Gosselink, Newark
Florida - H. G. Clayton, Gainesville
Georgia - F. E. Greenleaf, Atlanta
Idaho - Edward J. Venable, Boise
Illinois - Leo H. Henry, Decatur
Indiana - L. J. Gussell, Logansport
Iowa - Albert J. Johnson, Des Moines
Kansas - Lawrence H. Horton, Lawrence
Kentucky - L. D. Hayes, Lexington
Louisiana - A. J. Deakin, University
Maine - Fred A. Miller, Orono
Maryland - L. E. Rinaldi, College Park
Massachusetts - Charles B. Jordan, Amherst
Michigan - Lawrence A. Dean, Lansing
Minnesota - Donald W. Stinchey, St. Paul
Mississippi - T. H. Patterson, Jackson
Missouri - Clarence W. Boppard, Columbia
Montana - Robert J. Johnson, Helena
Nebraska - Albert K. Gosselink, Lincoln
Nevada - Edward A. Patterson, Reno
New Hampshire - J. Ralph Graham, Durham
New Jersey - Charles A. Collins, New Brunswick
New Mexico - Fred A. Collins, Las Alamos
New York - J. H. Gosselink, Ithaca
North Carolina - F. T. Gosselink, Raleigh
North Dakota - J. H. Gosselink, Fargo
Ohio - J. H. Gosselink, Columbus
Oklahoma - J. H. Gosselink, Oklahoma City

June 6, 1942

Oregon - Robert Taylor, Corvallis
 Pennsylvania - James E. Walker, Harrisburg
 Rhode Island - Oscar R. Hallene, Kingston
 South Carolina - R. W. Hamilton, Columbia
 South Dakota - Alfred R. Barnes, Huron
 Tennessee - A. A. Deakins, Nashville
 Texas - B. F. Vance, College Station
 Utah - Sidney J. Nebecker, Logan
 Vermont - George D. Bailey, Burlington
 Virginia - Porter Hardy, Jr., Blacksburg
 Washington - Henry B. Ramsey, Pullman
 West Virginia - H. S. Vandervort, Morgantown
 Wisconsin - Walter F. Katterhenry, Madison
 Wyoming - Adrian C. Shoemaker, Laramie
 Hawaii - W. Norman King, Honolulu
 Puerto Rico - J. Bernard Frisbie, San Juan

As in the past, successors to these officials will automatically become State War Board Chairmen.

Claude R. Wickard

Secretary

WAR BOARDS

Boards, War, U.S.D.A., State
 State U.S.D.A. War Boards

Secretary of Agriculture

Puerto Rico - J. Bernard Frisbie, San Juan
 Hawaii - W. Norman King, Honolulu
 Wyoming - Adrian C. Shoemaker, Laramie
 Wisconsin - Walter F. Katterhenry, Madison
 West Virginia - H. S. Vandervort, Morgantown
 Washington - Henry B. Ramsey, Pullman
 Virginia - Porter Hardy, Jr., Blacksburg
 Vermont - George D. Bailey, Burlington
 Utah - Sidney J. Nebecker, Logan
 Texas - B. F. Vance, College Station
 Tennessee - A. A. Deskins, Nashville
 South Dakota - Alfred B. Barnes, Huron
 South Carolina - R. W. Hamilton, Columbia
 Rhode Island - Oscar R. Hallene, Kingston
 Pennsylvania - James E. Walker, Harrisburg
 Oregon - Robert Taylor, Corvallis

As in the past, successors to these officials will automatically become State War Board Chairmen.

Charles R. Wickard
 Secretary

WAR BOARDS
 Boards, War, U.S.D.A., State
 State U.S.D.A. War Boards

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ADMINISTRATION
 AGRICULTURAL ADJUSTMENT
 NORTH CENTRAL DIVISION

Regn. 4131
Dated 3-25-43

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FILED

UNITED STATES DEPARTMENT OF AGRICULTURE

★ OFFICE OF THE SECRETARY

WASHINGTON

March 24, 1943.

MEMORANDUM NO. 921 (AMENDMENT NO. 2)

Establishment of U. S. Department of Agriculture Territorial War Board
In Alaska

Memorandum No. 921 is amended by adding Paragraph No. 11 as follows:

A Territorial U. S. Department of Agriculture War Board shall be established immediately in Alaska. This Board shall be composed of representatives of the following Agencies having operations in Alaska:

Extension Service
Forest Service
Farm Security Administration

The Director of Extension Service for Alaska is hereby designated Acting Chairman, Alaska Territorial USDA War Board, and will proceed at once to engage in the full performance of the functions of that office which are the same as the functions of the chairman of any State USDA War Board.

Claude R. Wickard

Secretary of Agriculture

WAR /

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 951 (AMENDMENT NO. 2)

Establishment of U. S. Department of Agriculture Territorial War Board
in Alaska

Memorandum No. 951 is amended by adding Paragraph No. 11 as follows:

A Territorial U. S. Department of Agriculture War Board shall be established immediately in Alaska. This Board shall be composed of representatives of the following agencies having operations in Alaska:

Extension Service
Forest Service
Farm Security Administration

The Director of Extension Service for Alaska is hereby designated Acting Chairman, Alaska Territorial U. S. War Board, and will proceed at once to organize the full performance of the functions of that office which are the same as the functions of the Chairman of any State U. S. War Board.

Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

July 5, 1941.

MEMORANDUM NO. 922

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES OF THE
DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS RESPECTING MEMBER-
SHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

Pursuant to the provisions of Section 3 of the Department
of Agriculture Appropriation Act, 1942, I hereby designate the
following administrative or supervisory employees in the bureaus
or offices indicated to administer the oaths to affidavits required
by said section, which oaths shall be administered without fee:

Agricultural Adjustment Administration

Departmental Service - Divisional administrative officers
responsible for personnel operations.

Field Service - Chairmen and state executive assistants in the
State Agricultural Conservation offices.

Bureau of Agricultural Economics

Departmental Service - None.

Field Service - Area administrative assistants, regional and
state BAE representatives, secretaries to regional and
state BAE representatives, area research supervisors, area
Flood Control supervisors, and area Water Utilization
supervisors.

Bureau of Agricultural Chemistry and Engineering

Departmental Service - The Acting Chief of the Personnel
Division.

Field Service - Business managers of Regional Research Lab-
oratories and heads of field stations and laboratories.

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

RECEIVED
JULY 1 1941

MEMORANDUM FOR THE SECRETARY

REORGANIZATION OF THE
DEPARTMENT OF AGRICULTURE
SUBSISTENCE DIVISION

Pursuant to the provisions of Section 5 of the Department
of Agriculture Reorganization Act, 1940, I hereby designate the
following administrative or supervisory employees in the Bureau
or offices indicated to administer the duties to which they are assigned
by said section, which duties shall be administered without fee:

Agricultural Adjustment Administration

Departmental Service - Divisional administrative officers
responsible for personnel operations.
Field Service - Chairman and state executive assistants in the
State Agricultural Conservation Offices.

Bureau of Agricultural Economics

Departmental Service - Home.
Field Service - Area administrative assistants, regional and
state representatives, secretaries to regional and
state representatives, area research supervisors, area
Food Control supervisors, and area Water Utilization
supervisors.

Bureau of Agricultural Chemistry and Engineering

Departmental Service - The Acting Chief of the Personnel
Division.
Field Service - Business managers of National Research Lab-
oratories and heads of field stations and laboratories.

Agricultural Marketing Service

Departmental Service - Divisional administrative assistants and administrative clerks.

Field Service - Officers in charge of field offices and field stations and acting officers in charge.

Bureau of Animal Industry

Departmental Service - None.

Field Service - Officers in charge of field stations and acting officers in charge of field stations.

Commodity Credit Corporation

Departmental Service - The head of the Appointments and Payrolls Unit of the Personnel Section.

Field Service - The Office Manager, New Orleans Regional Office.

Commodity Exchange Administration

Departmental Service - The Personnel Clerk in the Administrative and Fiscal Section.

Field Service -	Head Clerk	Kansas City, Mo.
	Jr. Admin. Assistant	Chicago, Illinois
	Head Clerk	Minneapolis, Minn.
	Head Clerk	New Orleans, La.
	Jr. Admin. Assistant	New York, N. Y.
	Principal Accountant	San Francisco, Calif.
	Assoc. Com. Exchange Supervisor	Seattle, Washington

Office of CCC Activities

Departmental Service - None.

Field Service - None.

Bureau of Dairy Industry

Departmental Service - The Senior Clerk in Charge of Personnel.

Field Service - Officers in charge of field stations and acting officers in charge.

Agricultural Marketing Service

Departmental Service - Divisional administrative assistants and administrative clerks.

Field Service - Officers in charge of field offices and field stations and acting officers in charge.

Bureau of Animal Industry

Departmental Service - None.

Field Service - Officers in charge of field stations and acting officers in charge of field stations.

Commodity Credit Corporation

Departmental Service - The head of the Appointments and Payroll Unit of the Personnel Section.

Field Service - The Office Manager, New Orleans Regional Office.

Commodity Exchange Administration

Departmental Service - The Personnel Clerk in the Administrative and Fiscal Section.

Field Service - Head Clerk	Kansas City, Mo.
Jr. Admin. Assistant	Chicago, Illinois
Head Clerk	Minneapolis, Minn.
Head Clerk	New Orleans, La.
Jr. Admin. Assistant	New York, N. Y.
Principal Accountant	San Francisco, Calif.
Assoc. Com. Exchange Supervisor	Seattle, Washington

Office of CEC Activities

Departmental Service - None.

Field Service - None.

Bureau of Dairy Industry

Departmental Service - The Senior Clerk in Charge of Personnel.

Field Service - Officers in charge of field stations and acting officers in charge.

Bureau of Entomology and Plant Quarantine

Departmental Service - Divisional administrative assistants and head clerks.

Field Service - State heads and employees recognized as administrative assistants or head clerks of stations.

Office of Experiment Stations

Departmental Service - The Senior Clerk, Division of Administrative Service.

Field Service - The Director, Acting Director, and Principal Clerk of the Puerto Rico Experiment Station.

Extension Service

Departmental Service - The Clerk in Charge of Personnel in the Division of Business Administration, the Clerk in Charge of Business Operations in the Motion Picture Office, and the Administrative Clerk in Charge of Exhibits in the Division of Extension Information.

Field Service - None.

Farm Credit Administration

Departmental Service - None.

Field Service - The personnel officer and the assistant to the personnel officer in each of the 12 FCA district offices, and the assistant supervising examiner in each of the FCA divisional examination offices.

Farm Security Administration

Departmental Service - The Chief and Assistant Chief of the Personnel Service Unit, Personnel Division.

Field Service - Junior, Assistant and Associate Regional Personnel Officers, Regional Personnel Officers, Regional Leave Clerks, State Rural Rehabilitation Directors, District Rural Rehabilitation Supervisors, County Rural Rehabilitation Supervisors, Community Managers, Project Managers, and Labor Camp Managers.

Federal Crop Insurance Corporation

Departmental Service - None.

Bureau of Entomology and Plant Quarantine

Departmental Service - Divisional administrative assistants and head clerks.

Field Service - State heads and employees recognized as administrative assistants or head clerks of stations.

Office of Experiment Stations

Departmental Service - The Senior Clerk, Division of Administrative Service.

Field Service - The Director, Acting Director, and Principal Clerk of the Puerto Rico Experiment Station.

Extension Service

Departmental Service - The Clerk in Charge of Personnel in the Division of Business Administration, the Clerk in Charge of Business Operations in the Motion Picture Office, and the Administrative Clerk in Charge of Exhibits in the Division of Extension Information.

Field Service - None.

Farm Credit Administration

Departmental Service - None.

Field Service - The personnel officer and the assistant to the personnel officer in each of the 12 FCA district offices, and the assistant supervising examiner in each of the FCA divisional examination offices.

Farm Security Administration

Departmental Service - The Chief and Assistant Chief of the Personnel Service Unit, Personnel Division.

Field Service - Junior, Assistant and Associate Regional Personnel Officers, Regional Personnel Officers, Regional Leave Clerks, State Rural Rehabilitation Directors, District Rural Rehabilitation Supervisors, County Rural Rehabilitation Supervisors, Community Managers, Project Managers, and Labor Camp Managers.

Federal Crop Insurance Corporation

Departmental Service - None.

Field Service - The chief of the Administrative Division in each branch office.

Office of Foreign Agricultural Relations

Departmental Service - The Administrative Assistant to the Director.

Field Service - None.

Forest Service

Departmental Service - The Chief and the Acting Chief, Appointment Section, Division of Personnel Management.

Field Service - Regional and Acting Regional Personnel Officers, Administrative Assistants in Regional Personnel Offices, Forest Supervisors, Acting Forest Supervisors, Administrative Assistants (Forests), District Rangers, Acting District Rangers, Superintendents and Foremen in charge of construction projects, Chiefs of Field Parties, Acting Directors and Administrative Assistants of the Forest and Range Experiment Stations and of the Forest Products Laboratory and the Prairie States Forestry Project, officers in charge of experimental forests, CCC Administrative Officers in charge of CCC administrative offices, CCC Project Superintendents and Acting Superintendents, Foremen of fire suppression crews, Forest Guards, and the Supply Officer and the Administrative Assistant at the Supply Depot, Government Island, Alameda, California.

Bureau of Home Economics

Departmental Service - The Personnel Clerk, Division of Business Administration.

Field Service - The clerk in charge, BHE Mail and File Room, Beltsville Research Center.

Office of Information

Departmental Service - None.

Field Service - None.

Library

Departmental Service - The Chief, Business Operations Division.

New England Timber Salvage Administration

Departmental Service - None.

Field Service - The Chief of the Administrative Division in each branch office.

Office of Foreign Agricultural Relations

Departmental Service - The Administrative Assistant to the Director.

Field Service - None.

Forest Service

Departmental Service - The Chief and the Acting Chief, Appointment Section, Division of Personnel Management.

Field Service - Regional and Acting Regional Personnel Officers, Administrative Assistants in Regional Personnel Offices, Forest Supervisors, Acting Forest Supervisors, Administrative Assistants (Foresters), District Foresters, Acting District Foresters, Supervisors and Foremen in charge of conservation projects, Chiefs of Field Parties, Acting District Administrative Assistants of the Forest and Range Experiment Stations and of the Forest Products Laboratory and the Private Forests Project, Officers in charge of experimental forests, GSC Administrative Officers in charge of GSC administrative offices, GSC Project Supervisors and Acting Supervisors, Foremen of fire suppression crews, Forest Guards, and the Supply Officer and the Administrative Assistant at the Supply Depot, Government Island, Alaska, California.

Bureau of Home Economics

Departmental Service - The Personnel Clerk, Division of Business Administration.

Field Service - The Chief in charge, ERS Hall and ERS House, Baltimore Research Center.

Office of Information

Departmental Service - None.

Field Service - None.

Library

Departmental Service - The Chief, Business Operations Division.

Law Section, Federal Bureau of Investigation

Departmental Service - None.

Field Service - The Chief, the Acting Chief, and the Chief Appointment Clerk of the Division of Operation at Boston, Mass.; the district and assistant district supervisors and district chief clerks in the New England area.

Bureau of Plant Industry

Departmental Service - Divisional administrative assistants and head clerks.

Field Service - Station heads and employees recognized as administrative assistants or head clerks of stations.

Rural Electrification Administration

Departmental Service - None.

Field Service - None.

Office of the Secretary

Departmental Service - None.

Field Service - None.

Soil Conservation Service

Departmental Service - Payroll Clerks and Leave Clerks.

Field Service - Area Administrative Assistants, Regional Payroll and Leave Clerks, Project Managers, District Conservationists, Camp Superintendents, Nursery Managers, and Research Project Leaders. For Hawaii, Puerto Rico, and the Virgin Islands, Project Leaders, Principal Clerks, and Junior Administrative Assistants.

Office of the Solicitor

Departmental Service - The Business Manager, the Assistant Business Manager, the assistant in charge of the Solicitor's File Room, and the clerk in charge of the Stenographic Pool.

Field Service - Regional attorneys in charge of field offices.

Surplus Marketing Administration

Departmental Service - Divisional administrative clerks.

Field Service - The Chief, the Acting Chief, and the Chief
Appointment Unit of the Division of Operation at
Boston, Mass.; the district and assistant district
superintendents and district chief clerks in the New England
area.

Bureau of Plant Industry

Departmental Service - Divisional administrative assistants
and head clerks.

Field Service - Station heads and employees recognized as
administrative assistants or head clerks of stations.

Bureau of Plant Industry Administration

Departmental Service - None.

Field Service - None.

Office of the Secretary

Departmental Service - None.

Field Service - None.

Soil Conservation Service

Departmental Service - Payroll Clerks and Leave Clerks.

Field Service - Area Administrative Assistants, Regional Payroll
and Leave Clerks, Project Managers, District Conservationists,
Camp Administrators, Nursery Managers, and Research Project
Leaders. For example, Puerto Rico, and the Virgin Islands,
Project Leaders, Principal Clerks, and Junior Administrative
Assistants.

Office of the Solicitor

Departmental Service - The Business Manager, the Assistant
Business Manager, the assistant in charge of the Solicitor's
File Room, and the clerk in charge of the stenographic pool.

Field Service - Regional attorneys in charge of field offices.

Service Marine Administration

Departmental Service - Divisional administrative clerks.

Field Service - Regional Personnel Officers, Assistant Regional Personnel Officers, Regional Leave Clerks, District Managers - Stamp Plan, Area Supervisors - Stamp Plan, Purchasing Agents, Chief Clerks in Regional Audit Offices, Chief Clerks in District Audit Offices, Marketing Specialists, Purchase Clerks, and Economists in charge of field stations.

MEMORANDUM NO. 922, SEPTEMBER 1941

Paul H. Huppel
Acting Secretary.

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY
OF THE DEPARTMENT TO ADMINISTRATIVE CLERKS TO ASSIST IN
SUPERVISORY WORKERSHIP IN SUPERVISORY CAPACITY FOR THE

The designation, on page 3 of Secretary's Memorandum No. 922, dated July 3, 1941, of employees in the Bureau of Entomology and Plant Quarantine, Field Service, who are authorized to administer the cattle or affidavit required by Section 3 of the Department of Agriculture Appropriation Act, 1942, is corrected to read as follows:

"Station heads and employees recognized as administrative assistants or head clerks of stations."

Paul H. Huppel
Under Secretary

Field Service - Regional Personnel Officers, Assistant Regional
Personnel Officers, Regional Leave Clerks, District Man-
agers - Stamp Plan, Area Supervisors - Stamp Plan, Purchas-
ing Agents, Chief Clerks in Regional Audit Offices, Chief
Clerks in District Audit Offices, Marketing Specialists,
Purchase Clerks, and Economists in charge of field stations.

Paul H. [unclear]
Acting Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

July 19, 1941.

ORDERED
NO 429
7/21/41
FILED

MEMORANDUM NO. 922, SUPPLEMENT NO. 1

Please return to
the Secretary's File Room.

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The designation, on page 3 of Secretary's Memorandum No. 922, dated July 5, 1941, of employees in the Bureau of Entomology and Plant Quarantine, Field Service, who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1942, is corrected to read as follows:

"Station heads and employees recognized as administrative assistants or head clerks of stations."

Paul H. Supply
Under Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

MEMORANDUM NO. 922, SUPPLEMENT NO. 1

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The designation, on page 3 of Secretary's Memorandum
No. 922, dated July 2, 1941, of employees in the Bureau of
Entomology and Plant Quarantine, Field Service, who are
authorized to administer the oath to affidavits required
by Section 3 of the Department of Agriculture Appropriation
Act, 1942, is corrected to read as follows:

"Station heads and employees recognized as
administrative assistants or head clerks of stations."

Chief Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

August 2, 1941.

FILED



Please return to
the Secretary's File Room

MEMORANDUM NO. 922, SUPPLEMENT NO. 2

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The following addition should be made to the designation, on page 4 of Secretary's Memorandum No. 922, dated July 5, 1941, of employees in the Forest Service, Field Service, who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1942:

"Equipment Depot Superintendents"

Paul H. Hyslop
Acting Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



Report 7, 1941
FILED

MEMORANDUM NO. 922, SUPPLEMENT NO. 2

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO ADMINISTER OATHS TO AFFILIATES
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The following addition should be made to the
designation, on page 4 of Secretary's Memorandum No.
922, dated July 5, 1941, of employees in the Forest
Service, Field Service, who are authorized to adminis-
ter the oath to affiliates required by Section 3 of
the Department of Agriculture Appropriation Act, 1942:

"Assignment Depot Superintendents"

Assistant Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

August 13, 1941.

MEMORANDUM NO. 922, SUPPLEMENT NO. 3

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The following addition is made to the designation, on page 1 of Secretary's Memorandum No. 922, dated July 5, 1941, of employees in the Agricultural Adjustment Administration, Field Service, who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1942:

"Chief of the Administrative Section of the Puerto Rico office, and Principal Clerk of the Honolulu, Hawaii, office."

Paul H. Huppel
Under Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

August 11, 1941

RECEIVED
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

MEMORANDUM NO. 922, SUPPLEMENT NO. 3

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO ADMINISTER CATTLE TO ACTIVITIES
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The following addition is made to the designation, on page 1 of Secretary's Memorandum No. 922, dated July 5, 1941, of employees in the Agricultural Administration, Field Service, who are authorized to administer the cattle to activities reported by Section 3 of the Department of Agriculture Appropriation Act, 1942:

"Chief of the Administrative Section of
the Puerto Rico Office, and Principal Clerk
of the Honolulu, Hawaii, Office."

Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

September 13, 1941.

MEMORANDUM NO. 922, SUPPLEMENT NO. 4

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES OF
THE DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS RESPECTING
MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The language of Memorandum No. 922 under the heading "Office of the Solicitor" is changed to read as follows:

"Departmental Service - The chief (and, in the absence of the chief, the acting chief) of the Personnel Section.

"Field Service - The heads (and, in the absence of the heads, the acting heads) of field stations."

Ernest B. Hill

Acting Secretary

September 12, 1941

MEMORANDUM FOR THE RECORD

RE: [Illegible text]

The [Illegible text]

[Illegible text]

[Illegible text]

[Illegible signature and text]



DEPARTMENT OF AGRICULTURE
WASHINGTON

File

FILED
★
Please return to
the Secretary's File Room

November 12, 1941.

MEMORANDUM NO. 922, SUPPLEMENT NO. 5

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The following addition is made to the designation, on page 3 of Secretary's Memorandum No. 922, dated July 5, 1941, of employees in the Extension Service, Departmental Service, who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1942:

"The Superintendent of the Agricultural Exhibits Warehouse in the Division of Extension Information."

Claude R. Wickard

Secretary

Personnel

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED
★
The Secretary's Office
U.S. Department of Agriculture

MEMORANDUM NO. 922, SUBMITTAL NO. 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C.

The following addition is made to the list of names on page 2 of Secretary's Memorandum No. 922, dated July 5, 1941, of employees in the Extension Service, Departmental Service, who are authorized to administer the office to activities reported by Section 2 of the Department of Agriculture Appropriation Act, 1942:

"The Superintendent of the Agricultural Extension Service at the Division of Extension Information."

Charles R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 12, 1942.

MEMORANDUM NO. 922, SUPPLEMENT NO. 6

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES OF
THE DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS RESPECTING
MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The language on page 2 of Memorandum No. 922, dated July 5, 1941, under the heading "Commodity Credit Corporation, Field Service" is changed to read as follows:

"Regional Directors and employees recognized as Administrative Officers or Administrative Assistants."

Claude R. Wickard

Secretary

OATHS AND AFFIDAVITS

Affidavits, respecting membership in subversive organizations,
administering oaths to

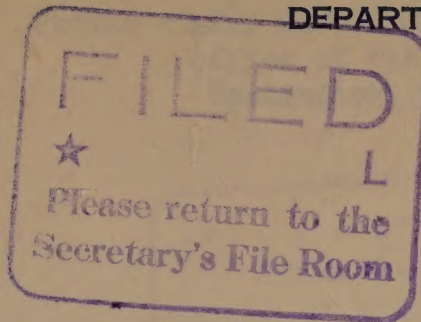
Oaths to affidavits respecting membership in subversive organiza-
tions, administering

Subversive organizations, administering oaths to affidavits res-
pecting membership in

Reg 2601
3-12-42



DEPARTMENT OF AGRICULTURE
WASHINGTON



March 7, 1942.

MEMORANDUM NO. 922, SUPPLEMENT NO. 7

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES OF THE
DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS RESPECTING
MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The following addition should be made to the designation on page 4 of Secretary's Memorandum No. 922, dated July 5, 1941, of employees in the Forest Service, Field Service, who are authorized to administer oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1942:

"Director and Acting Director of the Emergency Rubber Project, Salinas, California."

Claude R. Wickard

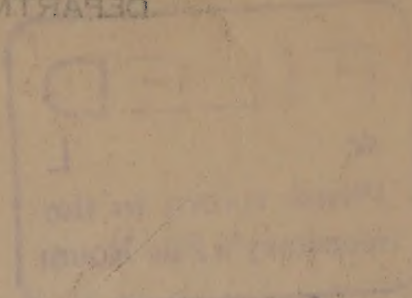
Secretary

OATHS AND AFFIDAVITS

Affidavits, respecting membership in subversive organizations,
administering oaths to
Oaths to affidavits respecting membership in subversive organi-
zations, administering
Subversive organizations, administering oaths to affidavits
respecting membership in

PERSONNEL

DEPARTMENT OF AGRICULTURE
WASHINGTON



March 7, 1942

MEMORANDUM FOR THE DIRECTOR

ADMINISTRATIVE REORGANIZATION OF THE
DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

The following reorganization is proposed for the Department of Agriculture, effective July 1, 1942. The proposed reorganization is based on the principles of efficiency and economy, and is designed to eliminate overlapping functions and to consolidate similar functions.

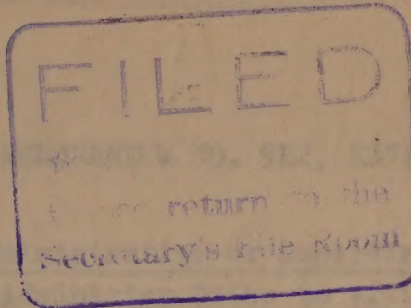
Director, Bureau of Entomology and Plant Quarantine
Director, Bureau of Plant Industry

Charles D. Wickard

Secretary

ADMINISTRATIVE REORGANIZATION OF THE
DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.
The following reorganization is proposed for the Department of Agriculture, effective July 1, 1942. The proposed reorganization is based on the principles of efficiency and economy, and is designed to eliminate overlapping functions and to consolidate similar functions.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.



Ref. # 2717
5-20-42

May 19, 1942

MEMORANDUM NO. 922, SUPPLEMENT NO. 8

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The following addition is made to the designation, on page 4 of Secretary's Memorandum No. 922, dated July 5, 1941, of employees in the Forest Service, Field Service, who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1942:

"District officers and Nurserymen on the
Prairie States Forestry Project."

Assistant Secretary

OATHS AND AFFIDAVITS

Affidavits, Respecting Membership in Subversive Organizations,

Administering Oaths to

Oaths to Affidavits Respecting Membership in Subversive Organizations,

Administering

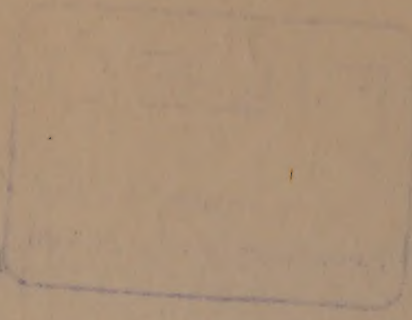
Subversive Organizations, Administering Oaths to Affidavits Respecting
Membership in

L.

PERSONNEL

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

File 2-2-42
4-2-42



May 18, 1942

MEMORANDUM NO. 922, SUPPLEMENT NO. 8

REGISTRATION OF ADMINISTRATIVE OR SUBVERSIVE MEMBERSHIP
OF THE DEPARTMENT OF AGRICULTURE
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

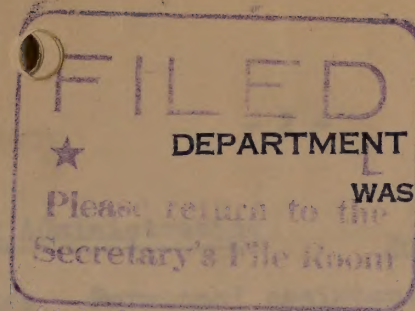
The following addition is made to the designation on page 4 of Secretary's Memorandum No. 922, dated July 2, 1941, of employees in the Forest Service, Field Service, who are authorized to administer the Oaths to Affiliates required by Section 3 of the Department of Agriculture Appropriation Act, 1942:

"District officers and nurserymen on the Prairie States Forestry Project."

James B. Hill

Assistant Secretary

MEMBERSHIP IN
SUBVERSIVE ORGANIZATIONS, ADMINISTERING OATHS TO AFFILIATES RESPECTING
ADMINISTERING
OATHS TO AFFILIATES RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS,
AFFILIATES, RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS,
OATHS AND AFFILIATES



*Ref. No. 1028 (Sec.)
July 28, 1942*

July 25, 1942

MEMORANDUM NO. 922, REVISED

Designation of Administrative or Supervisory Employees of the
Department to Administer Oaths to Affidavits Respecting
Membership in Subversive Organizations, Etc.

Pursuant to the provisions of Section 3 of the Department of Agriculture Appropriation Act, 1943, I hereby designate the following administrative or supervisory employees in the bureaus or offices indicated to administer the oaths to affidavits required by said section, which oaths shall be administered without fee:

Agricultural Adjustment Agency

Departmental Service - Divisional administrative officers responsible for personnel operations.

Field Service - Chairmen and state executive assistants in the State Agricultural Conservation offices, Chief of the Administrative Section of the Puerto Rico office, and Principal Clerk of the Honolulu, Hawaii, office.

Bureau of Agricultural Economics

Departmental Service - None.

Field Service - Area administrative assistants, regional BAE representatives, secretaries to regional BAE representatives, area research supervisors, and Water Facilities Research supervisors.

Bureau of Agricultural Chemistry and Engineering

Departmental Service - The Acting Chief of the Personnel Division.

Field Service - Business managers of Regional Research Laboratories and heads of field stations and laboratories.

PERSONNEL

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 922, REVISED

Department to Administer Office to Affiliates Respecting
Membership in Supervisory Organizations, Etc.
Destination of Administrative or Supervisory Employees of the

Pursuant to the provisions of Section 3 of the Department of Agriculture Appropriation Act, 1913, I hereby designate the following administrative or supervisory employees in the Bureau or offices indicated to administer the oath to affiliates required by said section, which oath shall be administered without fee:

Agricultural Adjustment Agency

Departmental Service - Divisional administrative officers responsible for personnel operations.

Field Service - Chairman and state executive assistants in the State Agricultural Conservation offices, Chief of the Administrative Section of the Puerto Rico office, and Principal Clerk of the Honolulu, Hawaii, office.

Bureau of Agricultural Economics

Departmental Service - None.

Field Service - Area administrative assistants, regional BAE representatives, secretaries to regional BAE representatives, area research supervisors, and Water Facilities Research supervisors.

Bureau of Agricultural Chemistry and Engineering

Departmental Service - The Acting Chief of the Personnel Division.

Field Service - Business managers of National Research Laboratories and heads of field stations and laboratories.

Agricultural Marketing Administration

July 25, 1942

Departmental Service - Personnel assistants in the Personnel Division.

Field Service - Regional Personnel Officers, Assistant Regional Personnel Officers, Regional Employment Officers, officers in charge of field offices and field stations, and acting officers in charge or administrative clerks of such field offices and field stations.

Bureau of Animal Industry

Departmental Service - None.

Field Service - Officers in charge of field stations and acting officers in charge of field stations.

Commodity Credit Corporation

Departmental Service - The head of the Appointments and Payrolls Unit of the Personnel Section.

Field Service - Regional Directors and employees recognized as Administrative Officers or Administrative Assistants.

Office of CCC Activities

Departmental Service - None.

Field Service - None.

Bureau of Dairy Industry

Departmental Service - The Senior Clerk in Charge of Personnel.

Field Service - Officers in charge of field stations and acting officers in charge.

Bureau of Entomology and Plant Quarantine

Departmental Service - Divisional administrative assistants and head clerks.

Field Service - Station heads and employees recognized as administrative assistants or head clerks of stations.

Office of Experiment Stations

Departmental Service - The Senior Clerk, Division of Administrative Service.

Agricultural Marketing Administration

July 22, 1942

Departmental Service - Personnel assistants in the Personnel Division.

Field Service - Regional Personnel Officers, Assistant Regional Personnel Officers, Regional Employment Officers, officers in charge of field offices and field stations, and acting officers in charge of administrative clerks of such field offices and field stations.

Bureau of Animal Industry

Departmental Service - None.

Field Service - Officers in charge of field stations and acting officers in charge of field stations.

Commodity Credit Corporation

Departmental Service - The head of the Appointments and Payroll Unit of the Personnel Section.

Field Service - Regional Directors and employees recognized as Administrative Officers or Administrative Assistants.

Office of CCC Activities

Departmental Service - None.

Field Service - None.

Bureau of Dairy Industry

Departmental Service - The Senior Clerk in Charge of Personnel.

Field Service - Officers in charge of field stations and acting officers in charge.

Bureau of Entomology and Plant Quarantine

Departmental Service - Divisional administrative assistants and head clerks.

Field Service - Station heads and employees recognized as administrative assistants or head clerks of stations.

Office of Experiment Stations

Departmental Service - The Senior Clerk, Division of Administrative Service.

July 25, 1942

- 3 -

Field Service - The Director, Acting Director, and Principal Clerk of the Puerto Rico Experiment Station.

Extension Service

Departmental Service - The Clerk in Charge of Personnel in the Division of Business Administration, the Clerk in Charge of Business Operations in the Motion Picture Office, the Administrative Clerk in Charge of Exhibits in the Division of Extension Information, and the Superintendent of the Agricultural Exhibits Warehouse in the Division of Extension Information.

Field Service - None.

Farm Credit Administration

Departmental Service - None.

Field Service - The personnel officer and the assistant to the personnel officer in each of the 12 FCA district offices, and the assistant supervising examiner in each of the FCA divisional examination offices.

Farm Security Administration

Departmental Service - The Chief and Assistant Chief of the Personnel Service Unit, Personnel Division.

Field Service - Junior, Assistant and Associate Regional Personnel Officers, Regional Personnel Officers, ~~Regional Leave Clerks~~, State Rural Rehabilitation Directors, District Rural Rehabilitation Supervisors, County Rural Rehabilitation Supervisors, Community Managers, Project Managers, and Labor Camp Managers.

Federal Crop Insurance Corporation

Departmental Service - None.

Field Service - The chief of the Administrative Division in each branch office.

Office of Foreign Agricultural Relations

Departmental Service - The Administrative Assistant to the Director.

Field Service - None.

Forest Service

Departmental Service - The Chief and the Acting Chief, Appointment Section, Division of Personnel Management.

Field Service - The Director, Acting Director, and Principal Clerk of the Puerto Rico Experiment Station.

Extension Service

Departmental Service - The Clerk in Charge of Personnel in the Division of Business Administration, the Clerk in Charge of Business Operations in the Motion Picture Office, the Administrative Clerk in Charge of Exhibits in the Division of Extension Information, and the Superintendent of the Agricultural Exhibits Warehouse in the Division of Extension Information.

Field Service - None.

Farm Credit Administration

Departmental Service - None.

Field Service - The personnel officer and the assistant to the personnel officer in each of the 12 FCA district offices, and the assistant supervising examiner in each of the FCA divisional examination offices.

Farm Security Administration

Departmental Service - The Chief and Assistant Chief of the Personnel Service Unit, Personnel Division.

Field Service - Junior, Assistant and Associate Regional Personnel Officers, Regional Personnel Officers, Regional Leave Officers, State Rural Rehabilitation Directors, District Rural Rehabilitation Supervisors, County Rural Rehabilitation Supervisors, Community Managers, Project Managers, and Labor Camp Managers.

Federal Crop Insurance Corporation

Departmental Service - None.

Field Service - The chief of the Administrative Division in each branch office.

Office of Foreign Agricultural Relations

Departmental Service - The Administrative Assistant to the Director.

Field Service - None.

Forest Service

Departmental Service - The Chief and the Acting Chief, Appointment Section, Division of Personnel Management.

July 25, 1942

- 4 -

Field Service - Regional and Acting Regional Personnel Officers, Administrative Assistants in Regional Personnel Offices, Forest Supervisors, Acting Forest Supervisors, Administrative Assistants (Forests), District Rangers, Acting District Rangers, Superintendents and Foremen in charge of construction projects, Chiefs of Field Parties, Acting Directors and Administrative Assistants of the Forest and Range Experiment Stations and of the Forest Products Laboratory, ~~and the Prairie States Forestry Project~~, officers in charge of experimental forests, CCC Administrative Officers in charge of CCC administrative offices, CCC Project Superintendents and Acting Superintendents, Foremen of fire suppression crews, Forest Guards, the Supply Officer and the Administrative Assistant at the Supply Depot, Government Island, Alameda, California, Equipment Depot Superintendents, Director and Acting Director of the Emergency Rubber Project, Salinas, California, and Naval Stores District Supervisors and Acting Naval Stores District Supervisors.

Bureau of Home Economics

Departmental Service - The Personnel Clerk, Division of Business Administration.

Field Service - The clerk in charge, BHE Mail and File Room, Beltsville Research Center.

Office of Information

Departmental Service - None.

Field Service - None.

Library

Departmental Service - The Chief, Business Operations Division.

New England Timber Salvage Administration

Departmental Service - None.

Field Service - The Chief, the Acting Chief, and the Chief Appointment Clerk of the Division of Operation at Boston, Mass.; the district and assistant district supervisors and district chief clerks in the New England area.

Bureau of Plant Industry

Departmental Service - Divisional administrative assistants and head clerks.

Field Service - Station heads and employees recognized as administrative assistants or head clerks of stations.

Field Service - Regional and Acting Regional Personnel Officers, Administrative Assistants in Regional Personnel Offices, Forest Supervisors, Acting Forest Supervisors, Administrative Assistants (Forests), District Rangers, Acting District Rangers, Superintendents and Foremen in charge of construction projects, Chiefs of Field Parties, Acting Directors and Administrative Assistants of the Forest and Range Experiment Stations and of the Forest Products Laboratory and the Forest States-Forrest-Project, officers in charge of experimental forests, CCC Administrative Officers in charge of CCC administrative offices, CCC Project Superintendents and Acting Superintendents, Foremen of fire suppression crews, Forest Guards, the Supply Officer and the Administrative Assistant at the Supply Depot, Government Island, Alaska, California, Equipment Depot Superintendents, Director and Acting Director of the Emergency Knicker Project, Salinas, California, and Naval Stores District Supervisors and Acting Naval Stores District Supervisors.

Bureau of Home Economics

Departmental Service - The Personnel Clerk, Division of Business Administration.

Field Service - The clerk in charge, BHM Mail and File Room, Beltsville Research Center.

Office of Information

Departmental Service - None.

Field Service - None.

Library

Departmental Service - The Chief, Business Operations Division.

New England Timber Salvage Administration

Departmental Service - None.

Field Service - The Chief, the Acting Chief, and the Chief Appointment Clerk of the Division of Operation at Boston, Mass.; the district and assistant district supervisors and district chief clerks in the New England area.

Bureau of Plant Industry

Departmental Service - Divisional administrative assistants and head clerks.

Field Service - Station heads and employees recognized as administrative assistants or head clerks of stations.

July 25, 1942

- 5 -

Rural Electrification Administration

Departmental Service - None.

Field Service - None.

Office of the Secretary

Departmental Service - None.

Field Service - None.

Soil Conservation Service

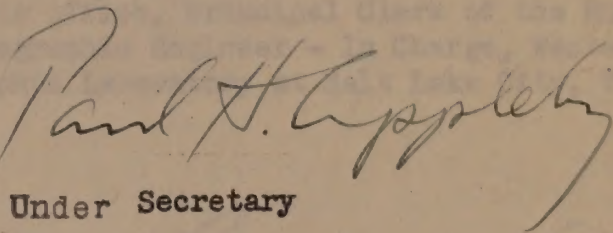
Departmental Service - Heads of Payroll and Leave Units.

Field Service - State Conservationists, State Administrative Assistants, District Conservationists, Work Unit Leaders, Camp Superintendents, Nursery Managers, Research Project Leaders, Seed Collection Supervisors, and Heads of Regional Payroll and Leave Units. For Hawaii, Puerto Rico, and the Virgin Islands, Project Leaders, Principal Clerks, and Junior Administrative Assistants.

Office of the Solicitor

Departmental Service - The chief (and, in the absence of the chief, the acting chief) of the Personnel Section.

Field Service - The heads (and, in the absence of the heads, the acting heads) of field stations.


Under Secretary

AUTHORIZATION

Affidavits, Authorization to Administer Oaths to, Respecting Subversive Organizations
Oaths, Authorization to Administer Respecting Subversive Organizations
Subversive Organizations, Authorization to Administer Oaths Respecting Membership

mw

Rural Electrification Administration

Departmental Service - None.

Field Service - None.

Office of the Secretary

Departmental Service - None.

Field Service - None.

Soil Conservation Service

Departmental Service - Heads of Payroll and Leave Units.

Field Service - State Conservationists, State Administrative Assistants, District Conservationists, Work Unit Leaders, Camp Superintendents, District Game Warden, Research Project Leaders, Seed Collection Supervisors, and Heads of Regional Payroll and Leave Units. For Hawaii, Puerto Rico, and the Virgin Islands, Project Leaders, Principal Clerks, and Junior Administrative Assistants.

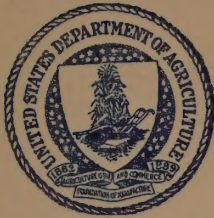
Office of the Solicitor

Departmental Service - The chief (and, in the absence of the chief, the acting chief) of the Personnel Section.

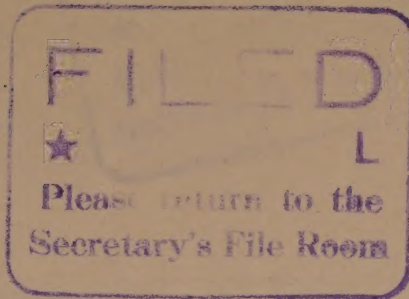
Field Service - The heads (and, in the absence of the heads, the acting heads) of field stations.

Under Secretary

AUTHORIZATION
Affidavits, Authorization to Administer Oaths to, Respecting Subversive Organizations
Oaths, Authorization to Administer Respecting Subversive Organizations
Subversive Organizations, Authorization to Administer Oaths Respecting Membership



DEPARTMENT OF AGRICULTURE
WASHINGTON



August 20, 1942

*Reg. No. 1035 (Sec.)
8-20-42*

MEMORANDUM NO. 922, REVISED, SUPPLEMENT NO. 1

Designation of Administrative or Supervisory Employees of the
Department to Administer Oaths to Affidavits Respecting
Membership in Subversive Organizations, Etc.

The designation, on page 1 of Secretary's Memorandum No. 922, Revised dated July 25, 1942, of employees in the Agricultural Adjustment Agency who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1943, is amended to read as follows:

"Departmental Service - Divisional administrative officers responsible for personnel operations, and Section Chiefs or Unit Heads in organizational units outside of Washington, D. C.

Field Service - Chairmen and state executive assistants in the State Agricultural Conservation offices, Chief of the Administrative Section of the Puerto Rico office, Principal Clerk of the Honolulu, Hawaii, office, and Cartographic Engineer - In Charge, Western Division Aerial Photographic Laboratory at Salt Lake City, Utah."

George B. Hill
Assistant Secretary

AUTHORIZATION

Affidavits, Authorization to Administer Oaths to, Respecting Subversive Organizations

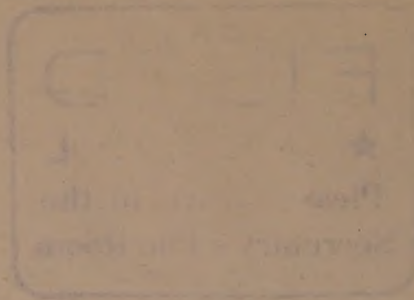
Oaths, Authorization to Administer Respecting Subversive Organizations
Subversive Organizations, Authorization to Administer Oaths Respecting
Membership

mv

PERSONNEL

DEPARTMENT OF AGRICULTURE

WASHINGTON



August 20, 1942

MEMORANDUM NO. 922, REVISED, SUPPLEMENT NO. 1

Designation of Administrative or Supervisory Employees of the
Department to Administer Oaths to Affiliates Respecting
Membership in Supervisory Organizations, Etc.

The designation, on page 1 of Secretary's Memorandum No. 922, Revised dated July 22, 1942, of employees in the Agricultural Adjustment Agency who are authorized to administer the oaths to affiliates required by Section 3 of the Department of Agriculture Appropriation Act, 1943, is amended to read as follows:

"Departmental Service - Divisional administrative officers responsible for personnel operations, and Section Chiefs or Unit Heads in organizational units outside of Washington, D. C.

Field Service - Chairmen and state executive assistants in the State Agricultural Conservation offices, Chief of the Administrative Section of the Puerto Rico office, Principal Clerk of the Honolulu, Hawaii, office, and Cartographic Engineer - In Charge, Western Division Aerial Photographic Laboratory at Salt Lake City, Utah."

Assistant Secretary

Administrative, Supervisory or
Organizational
Affiliates, Organizations to Administer Oaths to, Respective Supervisory
Organizations
Supervisory Organizations, Organizations to Administer Oaths to, Respective
Organizations

RECORDED



DEPARTMENT OF AGRICULTURE
WASHINGTON

Please return to
Secretary's File Room

September 1, 1942

MEMORANDUM NO. 922, REVISED, SUPPLEMENT NO. 2

Designation of Administrative or Supervisory Employees of the
Department to Administer Oaths to Affidavits Respecting
Membership in Subversive Organizations, Etc.

The designation, on page 4 of Secretary's Memorandum No. 922, Revised, dated July 25, 1942, of employees in the Forest Service, Field Service, who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1943, is amended to read as follows:

"Field Service - Regional and Acting Regional Personnel Officers, Administrative Assistants in Regional Personnel Offices, Forest Supervisors, Acting Forest Supervisors, Administrative Assistants (Forests), District Rangers, Acting District Rangers, Superintendents and Foremen in charge of construction projects, Chiefs of Field Parties, Acting Directors and Administrative Assistants of the Forest and Range Experiment Stations and of the Forest Products Laboratory, officers in charge of experimental forests, CCC Administrative Officers in charge of CCC administrative offices, CCC Project Superintendents and Acting Superintendents, Foremen of fire suppression crews, Forest Guards, the Supply Officer and the Administrative Assistant at the Supply Depot, 1350 Sansone Street, San Francisco, California, Equipment Depot Superintendents, Naval Stores District Supervisors and Acting Naval Stores District Supervisors, Assistant General Manager, Alaska Spruce Log Program, Edna Bay, Alaska, and the following officials of the Emergency Rubber Project, Salinas, California: Director and Acting Director; Chiefs and Acting Chiefs of Divisions; Administrative Assistants (Junior and Senior); Associate Foresters (District Managers); Unit Superintendents; Nurserymen and Assistant Nurserymen; Chiefs of Field Parties; Camp Superintendents and Assistant Camp Superintendents; and Senior Clerks."

Grover B Hill
Assistant Secretary

(Indexing on reverse side)

PERSONNEL

AUTHORIZATION

Affidavits, Authorization to Administer Oaths to, Respecting Subversive Organizations
Oaths, Authorization to Administer Respecting Subversive Organizations
Subversive Organizations, Authorization to Administer Oaths Respecting Membership

Wm.

September 1, 1942

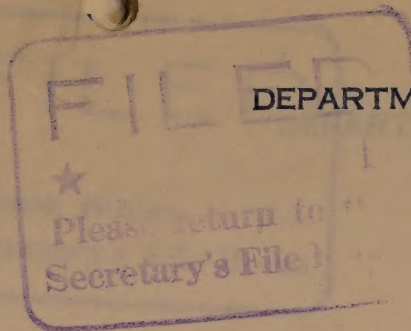
MEMORANDUM NO. 922, REVISED, SUPPLEMENT NO. 2

Restoration of Administrative or Supervisory Employees of the Department to Administer Oaths to Affiliates Respecting Membership in Subversive Organizations, Etc.

The restoration, on page 1 of Secretary's Memorandum No. 922, Revised, dated July 22, 1942, of employees in the Forest Service, Field Service, who are authorized to administer the oaths to affiliates required by Section 3 of the Department of Agriculture Appropriation Act, 1942, is amended to read as follows:

"Field Service - Regional and Acting Regional Personnel Officers, Administrative Assistants in Regional Personnel Offices, Forest Supervisors, Acting Forest Supervisors, Administrative Assistants (Forest), District Rangers, Acting District Rangers, Superintendents and Foremen in charge of construction projects, Chiefs of Field Parties, Acting Directors and Administrative Assistants of the Forest and Range Experiment Stations and of the Forest Products Laboratory, officers in charge of experimental forests, CCC Administrative Officers in charge of CCC administrative offices, CCC Project Superintendents and Acting Superintendents, Foremen of life suppression crews, Forest Guards, the Supply Officer and the Administrative Assistant at the Supply Depot, 1950 Semache Forest, San Francisco, California, Department Depot Superintendents, Naval Stores District Supervisors and Acting Naval Stores District Supervisors, Assistant General Managers, Alaska Spruce Log Program, Idna Bay, Alaska, and the following officials of the Emergency Rubber Project, Salinas, California: Director and Acting Director; Chiefs and Acting Chiefs of Divisions; Administrative Assistants (Junior and Senior); Associate Foresters (District Managers); Unit Superintendents; Nurserymen and Assistant Nurserymen; Chiefs of Field Parties; Camp Superintendents and Assistant Camp Superintendents; and Senior Clerks."

Assistant Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

September 29, 1942

MEMORANDUM NO. 922, REVISED, SUPPLEMENT ~~NO.~~ 3

DESIGNATION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO ADMINISTER OATHS TO AFFIDAVITS
RESPECTING MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS, ETC.

The designation, on page 1 of Secretary's Memorandum No. 922, Revised, dated July 25, 1942, of employees in the Bureau of Agricultural Chemistry and Engineering who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1943, is amended to read as follows:

"Departmental Service - The Chief and Acting Chief of the Personnel Division.

Field Service - Business Managers, Assistant Business Managers and Personnel Clerks of Regional Research Laboratories, and heads of field stations and laboratories."

Erwin B. Hill
Assistant Secretary

PERSONNEL

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 922, REVISED, SUPPLEMENT NO. 2

DEFINITION OF ADMINISTRATIVE OR SUPERVISORY EMPLOYEES
OF THE DEPARTMENT TO WHOM THE PROVISIONS OF THE
PROBATION ACT, 1913, ARE APPLICABLE, ETC.

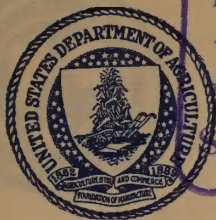
The definition, on page 1 of Secretary's Memorandum
No. 922, Revised, dated July 25, 1913, of employees in
the Bureau of Agricultural Chemistry and Engineering
who are authorized to administer the oath to officials
revised by Section 3 of the Department of Agriculture
Appropriation Act, 1913, is amended to read as follows:

"Departmental service - The Chief and Acting Chief
of the Personnel Division.

Field Service - Business Managers, Assistant Business
Managers and Personnel Clerks of Regional Research
Laboratories, and heads of field stations and
laboratories."

Assistant Secretary

Page 4066
Date 12-24-42



FILED

DEPARTMENT OF AGRICULTURE
WASHINGTON

★
Please return to the
Secretary's File Room

December 23, 1942

MEMORANDUM NO. 922, REVISED, SUPPLEMENT 4

Designation of Administrative or Supervisory Employees of the
Department to Administer Oaths to Affidavits Respecting
Membership in Subversive Organizations, Etc.

The designation, on page 2 of Secretary's Memorandum No. 922, Revised, dated July 25, 1942, of employees in the Agricultural Marketing Administration, Field Service, who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1943, is amended to read as follows:

"Field Service - Regional Personnel Officers, Assistant Regional Personnel Officers, Regional Employment Officers, officers in charge of field offices and field stations, acting officers in charge or administrative clerks of such field offices and field stations, and state and area supervisors of the Distribution Branch."

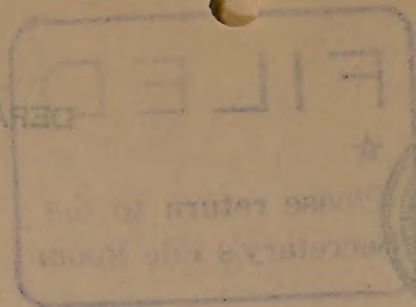
Grover B. Hill
Assistant Secretary

PERSONNEL

Page 7066
Serial 12-24-52

DEPARTMENT OF AGRICULTURE
WASHINGTON

December 28, 1952



MEMORANDUM FOR THE SECRETARY, DEPARTMENT OF AGRICULTURE

Reorganization of the Department of Agriculture
and the Department of the Interior
to provide for the most efficient
administration of the Government.

The Department, on page 2 of Secretary's Memorandum No. 122, "Reorganization of the Department of Agriculture and the Department of the Interior", dated July 22, 1952, of employees in the Agricultural Marketing Administration, who are assigned to administrative positions in the Department of Agriculture, is requested to be assigned to the following:

"Field Service - Regional Personnel Officers, Assistant Regional Personnel Officers, Regional Personnel Officers, officers in charge of field offices and field stations, acting officers in charge of administrative offices of field offices and field stations, and state and area offices of the Extension Service."

James B. Allen
Assistant Secretary



DEPARTMENT OF AGRICULTURE

Please WASHINGTON
Secretary's File Room

Regn-4075
dated 1-4-43

January 2, 1943.

MEMORANDUM NO. 922, REVISED, SUPPLEMENT 5

Designation of Administrative or Supervisory Employees of the
Department to Administer Oaths to Affidavits Respecting
Membership in Subversive Organizations, Etc.

Pursuant to the provisions of Section 3 of the Department of Agriculture Appropriation Act, 1943, I hereby designate the following administrative or supervisory employees in the Office of Information to administer the oaths to affidavits required by said section, which oaths shall be administered without fee:

Departmental Service - The Personnel Officer, and the Assistant to the Chief, Business Administration.

Ernest B. Hill
Assistant Secretary

Memorandum No. 922, Revised, Supplement 2, dated September 1, 1942, is hereby rescinded.

PERSONNEL

Page 40
Total 1-4-43

DEPARTMENT OF AGRICULTURE
WASHINGTON



January 2, 1943

MEMORANDUM NO. 623, REVISED, SUPPLEMENT 2

Department of Administrative or Supervisory Employees of the
Government to Administer Office to Agricultural Research
Administration in various organizations, etc.

Pursuant to the provisions of Section 2 of the Department of
Agriculture Appropriation Act, 1943, I hereby order that the
following administrative or supervisory employees in the Office
of Information to administer the assets to affiliated research
by said section, which shall be administered without
fee:

Governmental Service - The Personnel Officer, and the
Assistant to the Chief, Business Administration.

James B. Hill
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Please return to the
Secretary's File Room

March 20, 1943

MEMORANDUM NO. 922, REVISED, SUPPLEMENT 6

Designation of Administrative or Supervisory Employees of the
Department to Administer Oaths to Affidavits Respecting
Membership in Subversive Organizations, Etc.

The designation of employees in the Forest Service, Field Service, who are authorized to administer the oaths to affidavits required by Section 3 of the Department of Agriculture Appropriation Act, 1943, is amended to read as follows:

"Field Service - Regional and Acting Regional Personnel Officers, Forest Supervisors, Acting Forest Supervisors, District Rangers, Acting District Rangers, Superintendents and Foremen in charge of construction projects, Chiefs of Field Parties, Foremen of fire suppression crews, Forest Guards; Acting Directors of the Forest and Range Experiment Stations and of the Forest Products Laboratory, officers in charge of experimental forests; the Supply Officer and Acting Supply Officer at the Supply Depot, San Francisco, California, Equipment Depot and Shop Superintendents; Naval Stores District Supervisors and Acting Naval Stores District Supervisors; the following officers of the Alaska Spruce Log Program: Assistant General Manager and Acting Assistant General Manager, Seattle Washington, Administrator and Acting Administrator, Edna Bay, Alaska; and the following officials of the Emergency Rubber Project: Director and Acting Director, Personnel Officer and Acting Personnel Officers, District Supervisors and Acting District Supervisors, Unit Superintendents and Acting Unit Superintendents, Nurseryman and Acting Nurseryman, Camp Superintendents and Acting Camp Superintendents."

Memorandum No. 922, Revised, Supplement 2, dated September 1, 1942, is hereby rescinded.

Paul H. Lippold
Acting Secretary

PERSONNEL

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 1, 1942

MEMORANDUM NO. 922, REVISED, SUPPLEMENT 2

Designation of Administrative or Supervisory Employees of the Department to Administer Certain Activities Relating to Membership in Cooperative Organizations, Etc.

The designation of employees in the Forest Service, Field Service, who are authorized to administer the duties to activities provided by Section 3 of the Department of Agriculture Appropriation Act, 1942, is amended to read as follows:

"Field Service - Regional and Acting Regional Personnel Officers, Forest Supervisors, Acting Forest Supervisors, District Rangers, Acting District Rangers, Superintendents and Foremen in charge of construction projects, Chiefs of Field Parties, Foremen of fire suppression crews, Forest Guards; Acting Directors of the Forest and Range Experiment Stations and of the Forest Products Laboratory, officers in charge of experimental forests; the Supply Officer and Acting Supply Officer at the Supply Depot, San Francisco, California, Equipment Depot and Shop Superintendents; Naval Stores District Supervisors and Acting District Supervisors; the following officers of the Alaska Spruce Log Program: Assistant General Manager and Acting Assistant General Manager, Seattle Washington, Administrator and Acting Administrator, Edna Bay, Alaska; and the following officials of the Emergency Rubber Project: Director and Acting Director, Personnel Officer and Acting Personnel Officer, District Supervisors and Acting District Supervisors, Unit Superintendents and Acting Unit Superintendents, Nurserymen and Acting Nurserymen, Camp Superintendents and Acting Camp Superintendents."

Memorandum No. 922, Revised, Supplement 2, dated September 1, 1942, is hereby rescinded.

Assistant Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

June 30, 1941.



Please return to
the Secretary's File Room
MEMORANDUM NO. 923

Certain ERA Appointments Made Permanent Effective July 1, 1941

The appointments of all persons holding emergency appointments on June 30, 1941 in the Department of Agriculture, pursuant to restrictions in the "Emergency Relief Appropriation Act, fiscal year 1941", whose positions are permanent in nature, are hereby changed to permanent appointments without change in salary, effective July 1, 1941, as a result of appropriations made available in the "Department of Agriculture Appropriation Act, 1942", for the purpose of continuing the work upon which the present employees are engaged.

Any limitations appearing on the present appointment notifications and other official records of the employees involved are inapplicable where inconsistent with permanent appointments.

Paul H. Huppel

Under Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED



RECORDED
INDEXED
NO. 323

Certain EIA Appointments Made Permanent Effective July 1, 1941

The appointments of all persons holding emergency appointments on June 30, 1941 in the Department of Agriculture, pursuant to restrictions in the "Emergency Relief Appropriation Act, fiscal year 1941", whose positions are permanent in nature, are hereby changed to permanent appointments without change in salary, effective July 1, 1941, as a result of appropriations made available in the "Department of Agriculture Appropriation Act, 1942", for the purpose of continuing the work upon which the present employees are engaged.

Any limitations appearing on the present appointment notifications and other official records of the employees involved are inadmissible where inconsistent with permanent appointments.

Chief Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 1, 1941,

Memorandum No. 924

~~MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES~~

FILED

Consolidation of Legal Work

★
Please return to
the Secretary's File Room

In accordance with the terms of the appropriation made to the Office of the Solicitor in the Agricultural Appropriation Act for the Fiscal Year 1942, the legal work of the Rural Electrification Administration and the Farm Credit Administration (including its affiliated agencies) will, effective at once, be performed under the supervision and direction of the Solicitor of the Department.

Paul H. Huppel
Acting Secretary.

Organization 1 (Sec)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 1, 1942

No. 934

~~MEMORANDUM FOR THE SECRETARY~~

Consolidation of Rural Work

In accordance with the terms of the appropriation made
to the Office of the Solicitor in the Agricultural Appropriation
Act for the Fiscal Year 1942, the legal work of the Rural
Electrification Administration and the Farm Credit Administration
(including its affiliated agencies) will, effective at once, be
performed under the supervision and direction of the Solicitor of
the Department.

[Signature]
Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

Please return to
the Secretary's File Room

July 9, 1941.

No. 925

~~MEMORANDUM TO BUREAU CHIEFS~~

Establishment of Department Committee on Agricultural History

The sweep of contemporary events brings to our attention daily the great importance of our past in providing guideposts for the present and future. In recent years there has been a growing interest, within and without the Department, in the cultivation of the somewhat neglected fields of agricultural history. An instance of this interest was the gathering here, in May 1939, of a group of historians who counselled with various staff members of the Department on the contribution that their science could make to agriculture and to the Department.

As a logical sequel to that meeting and the work that has been done since, the Bureau of Agricultural Economics, through its Division of Statistical and Historical Research, has proposed the establishment of a series of processed historical publications to be known as the Agricultural History Series.

The Bureau is anxious that this series be regarded as a Department series. It emphasizes that the subject matter will be incomplete unless all of the major fields of agriculture are represented by publications from time to time in the series. I am wholly in accord with this view.

In order to insure that the series will reflect adequately all fields of agriculture, therefore, I herewith direct the establishment of the Department of Agriculture Committee on Agricultural History and designate the following to be members of that committee:

Miss Mary G. Lacy	Assistant Librarian (Chairman)
Dr. C. C. Taylor	Head, Division of Farm Population and Rural Welfare, BAE
Dr. C. E. Kellogg	Chief, Division of Soil Survey, BPI
Miss Lois Olson	Soil Conservation Service
Mr. Morse Salisbury	Ex officio member
Dr. O. C. Stine	Ex officio member
Benjamin Schwartz	Chief, Zoology Section, BAI

This committee will be primarily concerned with the determination of policy as to what should be included in the series, and the standards of workmanship that should be set up for it. Beyond this, this committee will be a board of arbitration on important points that may arise between authors and the editorial workers.

Paul H. Lippel
Acting Secretary.

Committee 5

DEPARTMENT OF AGRICULTURE
WASHINGTON



NO. 325

MEMORANDUM FOR THE SECRETARY

Establishment of Department Committee on Agricultural History

The sweep of contemporary events brings to our attention daily the great importance of our past in providing guidance for the present and future. In recent years there has been a growing interest within and without the Department, in the cultivation of the somewhat neglected fields of agricultural history. An instance of this interest was the gathering here, in May 1939, of a group of historians who, commingled with various staff members of the Department on the conviction that their science could make to agriculture and to the Department.

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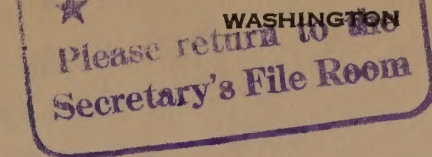
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Dr. C. C. Taylor	Head, Division of Farm Population and Rural Welfare, BAE
Dr. C. E. Kellogg	Chief, Division of Soil Survey, BAE
Miss Lois Olson	Soil Conservation Service
Mr. Morse Salisbury	Ex officio member
Dr. O. O. Stone	Ex officio member
Benjamin Schwartz	Chief, Zoology Section, BAE

This committee will be primarily concerned with the determination of policy as to what should be included in the series, and the standards of workmanship that should be set up for it. Beyond this, this committee will be a board of arbitration on important points that may arise between authors and the editorial workers.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY



Regn. 4078
Dated 1-6-43

January 5, 1943.

MEMORANDUM NO. 925, SUPPLEMENT 1

Department Committee on Agricultural History

The membership of the Department Committee on Agricultural History, established by Memorandum No. 925 of July 9, 1941, is now as follows:

Miss Lois Olson	Food Production Administration, Chairman
C. C. Taylor	Bureau of Agricultural Economics
C. E. Kellogg	Agricultural Research Administration
T. Swann Harding	Office of Information
O. C. Stine	Bureau of Agricultural Economics
Benjamin Schwartz	Agricultural Research Administration
Ralph R. Shaw	Library

Paul H. Supply
Under Secretary

Com 5 7/9/41

COMMITTEES 3

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON
February 2, 1942

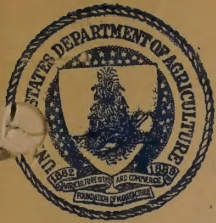
MEMORANDUM NO. 925, SUPPLEMENT 1

Department Committee on Agricultural History

The membership of the Department Committee on Agricultural History, established by Memorandum No. 925 of July 9, 1941, is now as follows:

Food Production Administration, Chairman	Miss Lois Olson
Bureau of Agricultural Economics	C. C. Taylor
Agricultural Research Administration	C. E. Kellogg
Office of Information	T. Swann Harding
Bureau of Agricultural Economics	C. C. Stine
Agricultural Research Administration	Benjamin Schwartz
Library	Ralph S. Shaw

[Signature]
Chief Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



JAN 8 1948

December 26, 1947

PLEASE RETURN TO
SECRETARY'S RECORDS

U. S. D. A. 1

MEMORANDUM NO. 925, REVISION 1

Committee on Agricultural History

Secretary's Memorandum No. 925 of July 9, 1941, created the Committee on Agricultural History for the purpose of encouraging the study of the history of agriculture and exercising general supervision over Department publications relating to agricultural history. The work of the Committee was suspended during the War.

The Committee on Agricultural History is reconstituted with the following membership:

O. C. Stine, Bureau of Agricultural Economics, Chairman
W. A. Jump, Office of Budget and Finance
M. L. Wilson, Extension Service
Samuel Liss, Farmers Home Administration
C. E. Kellogg, Bureau of Plant Industry, Soils and Agricultural Engineering, ARA
Benjamin Schwartz, Bureau of Animal Industry, ARA
Grover F. Brown, Soil Conservation Service
James B. Hasselman, Production and Marketing Administration
Dana Parkinson, Forest Service
Kermit Overby, Rural Electrification Administration
Earl H. Nikkel, Federal Crop Insurance Corporation
E. B. Reid, Farm Credit Administration
Lazar Volin, Office of Foreign Agricultural Relations
T. Swann Harding, Office of Information
Ralph R. Shaw, Library
W. Edwards Beach, Commodity Exchange Authority
Henry G. Herrell, Research and Marketing ~~Act~~
N. Robert Bear, Office of Personnel

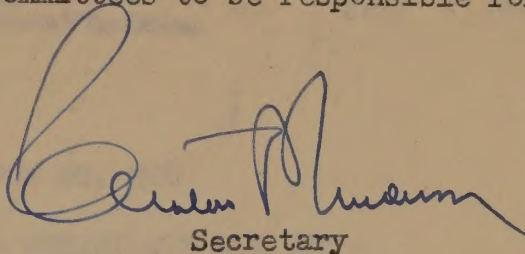
The Committee will continue to be responsible for stimulating the study of agricultural history and will assist the Director of Information in establishing policies and standards for publications relating to agricultural history.

In addition, the Committee will encourage the keeping of appropriate historical records of the development of the Department's programs and administration. Such records can be of great value in helping to meet

2-Memorandum No. 925, Revision 1

problems as they arise in the future, and all agencies of the Department are asked to cooperate with the Committee in this respect.

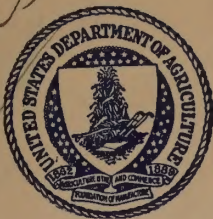
The Chairman may designate subcommittees to be responsible for certain parts of the Committee's work.


Secretary

problems as they arise in the future, and all agencies of the Department are asked to cooperate with the Committee in this respect. The Chairman may feel that subcommittee to be responsible for certain parts of the Committee's work.

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

★
Please return to
the Secretary's File Room

July 2, 1941.

MEMORANDUM NO. 926

BOARDS OF REVIEW ON EFFICIENCY RATINGS -
DELEGATION TO DIRECTOR OF PERSONNEL

I hereby delegate to Mr. Roy F. Hendrickson, Director of Personnel, the responsibility of carrying out as my representative all functions in connection with the establishment of boards of review on efficiency ratings as authorized in the Ramspeck Act of November 26, 1940, supplemented by the regulations approved in Executive Order No. 8748 dated May 1, 1941, and the procedural instructions issued by the Civil Service Commission in Departmental Circular No. 265, dated June 17, 1941, except the designation of Department members of such boards of review and of Department representatives in proceedings before such boards.

Claude R. Wickard
Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



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U. S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

MEMORANDUM NO. 326

BOARDS OF REVIEW ON EFFICIENCY RATING -
RECOMMENDATIONS FOR PROMOTION OF PERSONNEL

I hereby delegate to Mr. Roy F. Hendrickson, Director of Personnel, the responsibility of carrying out as my representative all functions in connection with the establishment of boards of review on efficiency rating as authorized in the Kansas Act of November 25, 1910, supplemented by the regulations approved in Executive Order No. 8748 dated May 1, 1911, and the procedural instructions issued by the Civil Service Commission in Departmental Circular No. 305, dated June 15, 1911, except the designation of Department members of such boards of review and of Department representatives in proceedings before such boards.

Charles D. Wickard
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★
Please return to
the Secretary's File Room

September 9, 1941.

MEMORANDUM NO. 926, SUPPLEMENT NO. 1

Board of Review on Efficiency Ratings - Designation
of Department Member, Alternate, and Representative

Dr. W. W. Stockberger, Special Adviser to the Secretary, has been designated as the principal Department member of the Board of Review on Efficiency Ratings to be established in the Department of Agriculture pursuant to the Ramspeck Act of November 26, 1940. Mr. Dillon S. Myer, Assistant Chief, Soil Conservation Service, has been named as his alternate. The above designations are for terms expiring June 30, 1942.

In accordance with the provisions of Civil Service Departmental Circular No. 265, dated June 17, 1941, Mr. Clarence P. Harper, Employee Relations Officer, Office of Personnel, has been designated as the general Department representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board. From time to time special representatives from the bureaus or offices concerned will be designated for a particular case or group of cases.

Clarence P. Harper
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

September 8, 1941

MEMORANDUM NO. 226, SUPPLEMENT NO. 1

Board of Review on Efficiency Ratings - Designation
of Permanent Member, Alternate, and Representative

Dr. W. W. Stockberger, Special Adviser to the Secretary, has been designated as the principal Department member of the Board of Review on Efficiency Ratings to be established in the Department of Agriculture pursuant to the Ransacker Act of November 26, 1940. Mr. Milton S. Myer, Assistant Chief, Soil Conservation Service, has been named as his alternate. The above designations are for terms expiring June 30, 1942.

In accordance with the provisions of Civil Service Department Circular No. 265, dated June 17, 1941, Mr. Clarence P. Harper, Employee Relations Officer, Office of Personnel, has been designated as the General Department representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board. From time to time special representatives from the Bureau or offices concerned will be designated for a particular case or group of cases.

James B. Hill
Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

October 7, 1941.

*Ordered
no 515
10/9/41*

MEMORANDUM NO. 926, SUPPLEMENT NO. 2

BOARD OF REVIEW ON EFFICIENCY RATINGS -
DESIGNATION OF SPECIAL REPRESENTATIVES

The authority delegated to the Director of Personnel in Memorandum No. 926, dated July 2, 1941, is hereby extended to include the designation from time to time of special Department representatives from the bureaus or offices concerned for a particular case or group of cases.

Paul H. Cappleby
Under Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED



Planned review in
the Department's Policy Division

October 1, 1941

MEMORANDUM NO. 936, SUPPLEMENT NO. 2

BOARD OF REVIEW ON DISCIPLINARY MATTERS -

DESIGNATION OF SPECIAL REPRESENTATIVES

The authority delegated to the Director of Personnel in Memorandum No. 936, dated July 2, 1941, is hereby extended to include the designation from time to time of special Department representatives from the Bureau of Offices concerned for a particular case or group of cases.

Under Secretary



FILED
Please return to the
Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

Reg. No. 1002
July 2, 1942

July 2, 1942

MEMORANDUM NO. 926, SUPPLEMENT NO. 3

Board of Review on Efficiency Ratings - Designation
of Department Member, Alternate, and Representative

Dr. W. W. Stockberger, Special Adviser to the Secretary, has been designated as the principal Department member of the Board of Review on Efficiency Ratings to be established in the Department of Agriculture pursuant to the Ramspeck Act of November 26, 1940. Mr. Henry A. Donovan, Assistant Chief, Bureau of Agricultural Chemistry and Engineering, has been named as his alternate. The above designations are for terms expiring June 30, 1943.

In accordance with the provisions of Civil Service Departmental Circular No. 265, dated June 17, 1941, Mr. Clarence P. Harper, Employee Relations Officer, Office of Personnel, has been designated as the general Department representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board. From time to time special representatives from the bureaus or offices concerned will be designated for a particular case or group of cases.

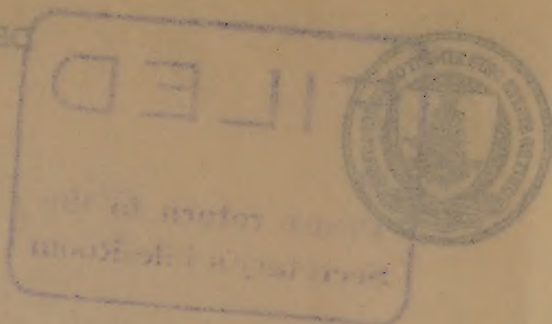
Paul H. Supply
Acting Secretary

PERSONNEL

Board of Review on Efficiency Ratings, Designation of Department Member, etc.

Efficiency Ratings, Board of Review, Designation of Department Member, etc.

DEPARTMENT OF AGRICULTURE
WASHINGTON



July 3, 1943

MEMORANDUM NO. 422, SUPPLEMENT NO. 2

Board of Review on Efficiency Ratings - Designation
of Department Member, Assistant, and Representative

Mr. W. W. Stockberger, Special Advisor to the Secretary, has been designated as the principal Department member of the Board of Review on Efficiency Ratings to be established in the Department of Agriculture pursuant to the Emergency Act of November 28, 1940. Mr. Henry A. Donovan, Assistant Chief, Bureau of Agricultural Chemistry and Engineering, has been named as his alternate. The above designations are for terms expiring June 30, 1943.

In accordance with the provisions of Civil Service Regulations Circular No. 208, dated June 17, 1941, Mr. Charles F. Heston, Employee Relations Officer, Office of Personnel, has been designated as the General Department representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board. From time to time special representatives from the Bureau or offices concerned will be designated for a particular case or group of cases.

Acting Secretary

PERSONNEL
Board of Review on Efficiency Ratings, Designation of Department
Member, etc.
Efficiency Ratings, Board of Review, Designation of Department
Member, etc.



DEPARTMENT OF AGRICULTURE

WASHINGTON

Secretary's File Room

October 14, 1942

MEMORANDUM NO. 926, SUPPLEMENT NO. 4

Board of Review on Efficiency Ratings -
Designation of Department Representative

Effective October 5, 1942 Mr. Joseph B. Ragan, now Employee Relations Officer, Office of Personnel, was designated as the general Department representative to receive communications from the Board of Review on Efficiency Ratings and to represent the Department in proceedings before the Board, replacing Mr. Clarence P. Harper.

The Civil Service Commission notified the Department on September 25, 1942 that according to information supplied by the Employee Election Committee, Mr. Donald R. Heggy has been elected as Employee Member, and Mr. Howard A. Edson as Alternate Employee Member. The Commission has designated Mr. Michael Levine as Chairman of the Board for the current term ending June 30, 1943.

Erwin B Hill
Assistant Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



October 14, 1942

MEMORANDUM NO. 926, SUPPLEMENT NO. A

Board of Review on Efficiency Ratings -
Designation of Department Representative

Effective October 5, 1942 Mr. Joseph B. Hagan, now Employee Relations Officer, Office of Personnel, was designated as the General Department representative to receive communications from the Board of Review on Efficiency Ratings and to represent the Department in proceedings before the Board, replacing Mr. Clarence P. Harper.

The Civil Service Commission notified the Department on September 25, 1942 that according to information supplied by the Employee Election Committee, Mr. Donald B. Haggly has been elected as Employee Member, and Mr. Howard A. Edson as Alternate Employee Member. The Commission has designated Mr. Michael Devine as Chairman of the Board for the current term ending June 30, 1943.

Joseph B. Hagan
Assistant Secretary

giles

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

*Ordered
SWS 419
7/15/41
(R)*

July 14, 1941.

Memorandum No. 927

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

Department representation on Office of Production
Management industry advisory committees.

The Office of Production Management is in the process of reorganizing into a large number of commodity sections which will deal with problems of production, imports, purchases and priorities on a commodity basis. The commodity sections will be assisted by defense industry advisory committees composed of representatives of industry and of other interested Departments of the Government.

The Office of Agricultural Defense Relations has arranged for agricultural representation on these newly created OPM industry advisory committees. Inasmuch as agriculture is interested, either directly as a producer of agricultural commodities or indirectly as an important user of numerous critical metals and other materials, it will be necessary to provide for Departmental representation on perhaps 40 of the advisory committees.

It is believed undesirable to expand the staff of the Office of Agricultural Defense Relations to permit representation on each of the industry advisory committees, and as an alternative it is proposed that the services of technical personnel within the Department be made available to represent the Department at the meetings, which will, perhaps, be held weekly.

Accordingly, as the industry advisory committees are announced, the Secretary's Office will select representatives who will represent the Department and, in order to bring the problems into focus, will report to the Office of Agricultural Defense Relations.

The procedure will be as follows:

The industry advisory committee representative will attend the meetings of the advisory committee of which he is a member.

The representative will report on the actions of the committee in writing (three copies) to the Director of the Office of Agricultural Defense Relations and to the Chief of the Bureau to which he is attached.

If matters of unusual importance to agriculture are scheduled to be discussed at any particular committee meeting, the Director of the Office of Agricultural Defense Relations should be notified in advance.

Committees 4

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Memorandum No. 927

MEMORANDUM TO CHIEF OF BUREAU OF AGRICULTURE

Department representation on Office of Production
Management Industry Advisory Committee.

The Office of Production Management is in the process of reorganizing into a large number of commodity sections which will deal with problems of production, imports, purchases and priorities on a commodity basis. The commodity sections will be assisted by defense industry advisory committees composed of representatives of industry and of other interested Departments of the Government.

The Office of Agricultural Defense Relations has arranged for agricultural representation on these newly created OFM industry advisory committees. Inasmuch as agriculture is interested, either directly as a producer of agricultural commodities or indirectly as an important user of numerous critical metals and other materials, it will be necessary to provide for Departmental representation on paragraphs 10 of the advisory committees.

It is believed undesirable to expand the staff of the Office of Agricultural Defense Relations to permit representation on each of the industry advisory committees, and as an alternative it is proposed that the services of technical personnel within the Department be made available to represent the Department at the meetings, which will, perhaps, be held weekly.

Accordingly, as the industry advisory committees are announced, the Secretary's Office will select representatives who will represent the Department and, in order to bring the problems into focus, will report to the Office of Agricultural Defense Relations.

The procedure will be as follows:

The industry advisory committee representative will attend the meetings of the advisory committee of which he is a member.

The representative will report on the actions of the committee in writing (three copies) to the Director of the Office of Agricultural Defense Relations and to the Chief of the Bureau to which he is attached.

If matters of unusual importance to agriculture are scheduled to be discussed at any particular committee meeting, the Director of the Office of Agricultural Defense Relations should be notified in advance.

If the committee considers matter of unusual importance to agriculture, a personal report will be made to the Director, or to his representative.

In addition, it may be found necessary to hold occasional meetings of the Departmental representatives.

This plan will permit full representation of the Department on all industry advisory committees of interest to agriculture and will result in all matters of common interest with the Office of Production Management being brought into focus in the Office of Agricultural Defense Relations.

Paul H. Huppel
Acting Secretary.

If the committee considers matter of unusual importance to agriculture, a personal report will be made to the Director, or to his representative.

In addition, it may be found necessary to hold occasional meetings of the Departmental representatives.

This plan will permit full representation of the Department on all industry advisory committees of interest to agriculture and will result in all matters of common interest with the Office of Production Management being brought into focus in the Office of Agricultural Defense Relations.

Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

August 6, 1941.

Memorandum No. 928

~~MEMORANDUM FOR CHIEF OF BUREAU~~

Liaison Officer between Department and
Office of Civilian Defense.

In accordance with a request from the Director of Civilian Defense, Mayor LaGuardia, that a liaison officer be appointed to represent the U. S. Department of Agriculture with his office, I am designating T. Roy Reid, Assistant to the Secretary, as such officer and am instructing him to represent the Department in the matters where there may be a common interest between the Department and Civilian Defense. Any relationships between the Department and the Office of Civilian Defense are to be cleared through the liaison officer.

Sincerely,

Claude R. Wickard
Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

August 6, 1941

Memorandum No. 938

~~MEMORANDUM FOR THE SECRETARY~~

Liaison Officer between Department and
Office of Civilian Defense.

In accordance with a request from the Director of

Civilian Defense, Mayor La Guardia, that a liaison officer be
appointed to represent the U. S. Department of Agriculture with
his office, I am designating T. Roy Reid, Assistant to the Sec-
retary, as such officer and am instructing him to represent the
Department in the matters where there may be a common interest
between the Department and Civilian Defense. Any relationship
between the Department and the Office of Civilian Defense are
to be cleared through the liaison officer.

Sincerely,

Charles R. Wickard
Secretary.

FILED

Please return to
the Secretary's File Room

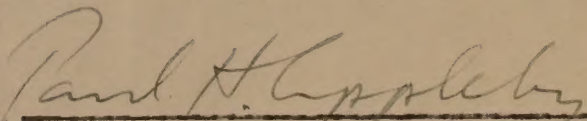
FILED

Please return to
the Secretary's File Room

MEMORANDUM NO. 929

Delegation of Authority in Connection with
Cooperative Forest Fire Prevention and
Suppression in Critical Areas on non-Federal
Lands.

Pursuant to the authority vested in the Secretary of Agriculture by the forest fire control (emergency) item contained in Title I of the Second Deficiency Appropriation Act, 1941 (Pub. L. No. 150, 77th Cong., 1st Sess. (July 3, 1941)), the Acting Chief of the Forest Service and, subject to his general direction, the Regional Foresters or Acting Regional Foresters of the Forest Service are hereby authorized to execute, on behalf of the Secretary of Agriculture, cooperative agreements with the various States or other appropriate agencies or individuals for the purpose of intensifying and augmenting forest fire prevention and suppression measures in critical areas upon State, county, municipal and private lands, and to take all necessary action to carry out the terms and provisions of such cooperative agreements within the limits of funds made available for such purposes.


Under Secretary of Agriculture.

Dated: August 8, , 1941

FILED

FILED

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

MEMORANDUM NO. 929

Delegation of Authority in Connection with
Cooperative Forest Fire Prevention and
Suppression in Critical Areas on non-Federal
Lands.

Pursuant to the authority vested in the Secretary of Agriculture by the forest fire control (emergency) item contained in Title I of the Second Deficiency Appropriation Act, 1941 (Pub. L. No. 150, 75th Cong., 1st Sess. (July 5, 1941)), the Acting Chief of the Forest Service and, subject to his general direction, the Regional Foresters or Acting Regional Foresters of the Forest Service are hereby authorized to execute, on behalf of the Secretary of Agriculture, cooperative agreements with the various States or other appropriate agencies or individuals for the purpose of intensifying and augmenting forest fire prevention and suppression measures in critical areas upon State, county, municipal and private lands, and to take all necessary action to carry out the terms and provisions of such cooperative agreements within the limits of funds made available for such purposes.

Under Secretary of Agriculture

Dated: August 5, 1941



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

★
Please return to
the Secretary's File Room

9-18-41

no 488
9/22/41

MEMORANDUM NO. 929, Supl. 1

Amendment to Memorandum No. 929 so that
this delegation of authority shall in-
clude agreements relating to the pro-
tection of Federal as well as other lands.

Memorandum No. 929 is hereby amended by deleting the word
"non-Federal" in the third line of the heading and sub-
stituting therefor the words "State, county, municipal,
private and Federal" and by inserting after the words
"private lands" in the fourth line from the bottom the
words "and upon lands of the United States".

Ernest B. Hill
Acting Secretary of Agriculture

APPROVED

September 18 1941

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

MEMORANDUM NO. 929, Sub. 1

Amendment to Memorandum No. 929 so that
this delegation of authority shall in-
clude agreements relating to the pro-
tection of Federal as well as other lands.

Memorandum No. 929 is hereby amended by deleting the word
"non-Federal" in the third line of the heading and sub-
stituting therefor the words "State, county, municipal,
private and Federal" and by inserting after the words
"private lands" in the fourth line from the bottom the
words "and upon lands of the United States".

James A. Hill
Acting Secretary

APPROVED *[Signature]*

gives

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED



7 Ordered no 457
8/14/41
(2)

August 13, 1941.

Please return to
the Secretary's Office Room

MEMORANDUM NO. 930

Departmental representative in the
Virgin Islands, Davis D. Slappey

center please

In order to expedite the handling of problems arising in the Virgin Islands which relate to the work of the Department, Mr. Davis D. Slappey, Director of Rural Rehabilitation in the Virgin Islands is hereby designated to act as chairman of field service representatives for those Department agencies having permanent field offices in the Virgin Islands. As such chairman, Mr. Slappey will be authorized:

1. To call meetings of the field representatives whenever a local problem arises which needs group discussion and clearance.
2. To transmit to the Office of the Land Use Coordinator through the Administrator of Farm Security Administration any local question or problem which cannot be handled under existing delegated authority.

Paul H. Slappey
Under Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

March 18, 1941

MEMORANDUM NO. 930

Departmental representative in the
Virgin Islands, David D. Slattery

In order to expedite the handling of problems arising in the Virgin Islands which relate to the work of the Department, David D. Slattery, Director of Rural Rehabilitation in the Virgin Islands is hereby designated to act as chairman of field service representatives for those Department agencies having permanent field offices in the Virgin Islands. As such chairman, Mr. Slattery will be authorized:

1. To call meetings of the field representatives whenever a local problem arises which needs group discussion and clearance.
2. To transmit to the Office of the Land Use Coordinator through the Administrator of Farm Security Administration any local question or problem which cannot be handled under existing delegated authority.

Under Secretary

August 19, 1941.

MEMORANDUM NO. 931

Designating Chief and Associate Chief of Bureau
of Entomology and Plant Quarantine

Dr. P. M. Annand and Mr. Avery S. Hoyt have been appointed as Chief and Associate Chief, respectively, of the Bureau of Entomology and Plant Quarantine, effective August 16. Dr. Annand succeeds the late Dr. Lee A. Strong.

Dr. Annand, who has been one of the Assistant Chiefs of the Bureau since 1939, has been with the Bureau since 1929. He was born in Telluride, Colorado, in 1898. He was graduated with a B.S. degree in 1920 from Colorado Agricultural College, specializing in entomology, and with * M.A. and Ph.D. degrees from Leland Stanford University in 1922 and 1928. Before coming with the Department he was engaged in sugar beet insects research work and later was a member of the staff of the San Mateo Junior College.

Mr. Hoyt has been one of the Assistant Chiefs of the Bureau since 1934. He was born in San Diego, California, in 1888. He graduated with a B.S. degree from Pomona College in 1910. He held various positions in the State Department of Agriculture of California.

Secretary's File Room
(Signed)

Claude R. Wickard

Secretary

August 19, 1941.

MEMORANDUM NO. 97

Designating Chief and Associate Chief of Bureau
of Entomology and Plant Quarantine

Mr. F. W. Annand and Mr. Avery S. Hoyt have been appointed as
Chief and Associate Chief, respectively, of the Bureau of
Entomology and Plant Quarantine, effective August 15. Mr. Annand
succeeds the late Dr. Lee A. Strong.

Mr. Annand, who has been one of the Assistant Chiefs of the
Bureau since 1937, has been with the Bureau since 1929. He was
born in Telluride, Colorado, in 1898. He was graduated with a
B.S. degree in 1920 from Colorado Agricultural College, specializing
in entomology, and with M.A. and Ph.D. degrees from Cornell Uni-
versity in 1922 and 1928. Before coming with the Depart-
ment he was engaged in sugar beet insect research work and later
was a member of the staff of the San Mateo Junior College.

Mr. Hoyt has been one of the Assistant Chiefs of the Bureau since
1934. He was born in San Diego, California, in 1885. He graduated
with a B.S. degree from Pomona College in 1910. He held various
positions in the State Department of Agriculture of California.

Secretary's File Room
(Signed)

Charles R. Minkford

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

September 13, 1941

MEMORANDUM NO. 932

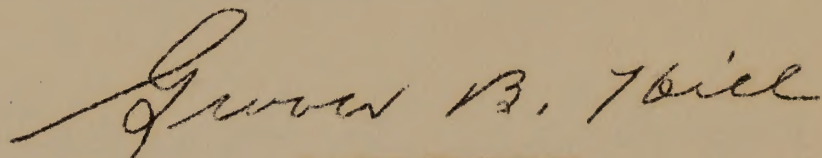
Departmental Committees

The Department Library has been asked to keep an up-to-date record of departmental committees, inter-departmental committees on which the Department is represented, and other committees of which the Department officially takes cognizance.

A list of committees, together with a subject index and a list of members of these committees, issued by the Department Library, records all committees and committee memberships which are now officially recognized by the Department.

This first list has probably failed to include recent changes in committees or their membership; it is requested, therefore, that additions or corrections be sent to the Department Librarian so that the official record may be made accurate.

In order that committee records may be correct and up-to-date, changes in committee membership or committee status will be recognized only after such changes have been reported to the Department Librarian and he has certified the revision of the official record.



Acting Secretary.

9-22-41

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered 9/22/41

September 22, 1941.

MEMORANDUM NO. 933

FILED



Designating Administrator and Associate Administrator of the Surplus Marketing Administration *Please return to the Secretary's File Room*

Mr. Roy F. Hendrickson has been appointed as Administrator of the Surplus Marketing Administration and Director of Marketing of the Department, effective immediately. He is also designated as President of the Federal Surplus Commodities Corporation.

Mr. Edwin W. Gaumnitz has been appointed Associate Administrator of the Surplus Marketing Administration and will continue to serve as Vice President of the Corporation.

Mr. Hendrickson has been Director of Personnel of the Department since July 1, 1938, and before that served in the Office of the Secretary, the Agricultural Adjustment Administration, and the Bureau of Agricultural Economics.

Mr. Gaumnitz has been serving as Assistant Administrator of the Surplus Marketing Administration since 1938, and previous to that time served with the Bureau of Agricultural Economics and the Agricultural Adjustment Administration.

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 12, 1941

MEMORANDUM NO. 933

FILED

Designating Administrator and Associate Administrator of the Surplus Marketing Administration

Mr. Roy T. Hendrickson has been appointed an Administrator of the Surplus Marketing Administration and Director of Marketing of the Department, effective immediately. He is also designated as President of the Federal Surplus Commodities Corporation.

Mr. Edwin W. Gammitt has been appointed Associate Administrator of the Surplus Marketing Administration and will continue to serve as Vice President of the Corporation.

Mr. Hendrickson has been Director of Personnel of the Department since July 1, 1936, and before that served in the Office of the Secretary, the Agricultural Adjustment Administration, and the Bureau of Agricultural Economics.

Mr. Gammitt has been serving as Assistant Administrator of the Surplus Marketing Administration since 1938, and previous to that time served with the Bureau of Agricultural Economics and the Agricultural Adjustment Administration.

Charles A. Wickard
Secretary

2 all

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered 9/27/41

FILED

★
Please return to
the Secretary's File Room

September 22, 1941.

MEMORANDUM NO. 934

Designating Acting Director of Personnel

Mr. James L. Buckley is designated to serve as Acting Director of Personnel, effective immediately.

Mr. Buckley has been serving as Chief of the Classification Division of the Office of Personnel and prior to that assignment had over eleven years experience in personnel and other activities in the Soil Conservation Service, the Agricultural Adjustment Administration, and the Bureau of Agricultural Economics of this Department.

For Mr. Wickard

Claude R. Wickard
Secretary

For Mr. Wickard

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

September 22, 1941

PLEASE RETURN TO
THE SECRETARY'S OFFICE

MEMORANDUM NO. 94

Designating Acting Director of Personnel

Mr. James L. Buckley is designated to serve as Acting Director of Personnel, effective immediately.

Mr. Buckley has been serving as Chief of the Classification Division of the Office of Personnel and prior to that assignment had over eleven years experience in personnel and other activities in the Soil Conservation Service, the Agricultural Adjustment Administration, and the Bureau of Agricultural Economics of this Department.

Charles R. Wickard
Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

October 1, 1941.

MEMORANDUM NO. 935

Suspension of Within-Grade Salary Advancements

All within-grade salary advancements and all actions, which have been processed in accordance with the Mead-Ramspeck Act (Public Law 200, 77th Congress, First Session) and Executive Orders Nos. 8882 and 8842, are suspended until further notice.

Ernest B. Hill
Charles A. Wickard
Acting Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

October 1, 1947

MEMORANDUM NO. 925

Operation of Within-Grade Salary Advancements

All within-grade salary advancements and all actions which have been processed in accordance with the Flood-Tammock Act (Public Law 200, 77th Congress, First Session) and Executive Order No. 3382 and 3342, are suspended until further notice.

James A. Hill

Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED
★ FILED

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Please return to
the Secretary's File Room

December 23, 1941.

MEMORANDUM NO. 935, SUPPLEMENT NO. 1

Within-Grade Salary Advancements

The suspension of all within-grade salary advancements and all actions, which have been processed in accordance with the Mead-Ramspeck Act (Public Law 200, 77th Congress, First Session) and Executive Orders Nos. 8882 and 8842, as ordered in Memorandum No. 935 dated October 1, 1941, is hereby revoked.

Claude A. Wickard
Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

Office of the
Secretary of Agriculture

October 1, 1941

MEMORANDUM NO. 935, SUPPLEMENT NO. 1

Within-Grade Salary Advancements

The suspension of all within-grade salary advancements and all actions, which have been processed in accordance with the Food-Stamp Act (Public Law 200, 77th Congress, First Session) and Executive Order Nos. 6682 and 6683, as ordered in Memorandum No. 935 dated October 1, 1941, is hereby revoked.

Charles H. Wickard

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

October 6, 1941.

MEMORANDUM NO. 936

NON-DISCRIMINATION AGAINST MINORITY GROUPS

The message contained in the attached copy of a letter from President Roosevelt is of real concern to all of us and one which has my endorsement. President Roosevelt makes it very clear that he looks for positive action toward the solution of the problem of minority groups and not mere acquiescent acceptance of principles.

I am requesting that all bureaus and offices in this Department thoroughly examine their personnel policies and practices and make such changes as may be necessary to bring them into conformity with the President's request that employment and promotion opportunities shall be open to all loyal and qualified workers regardless of creed, race, or national origin.

Bureau chiefs must inform their heads of divisions, sections and units of this policy so that definite progress may be made.

Claude R. Wickard
Secretary

Attachment

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

October 8, 1941

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

MEMORANDUM NO. 955

FOR DISSEMINATION AGAINST MINORITY GROUPS

The message contained in the attached copy of a letter from President Roosevelt is of real concern to all of us and one which has my endorsement. President Roosevelt makes it very clear that we look for positive action toward the solution of the problem of minority groups and not mere acknowledgment of principles.

I am requesting that all bureaus and offices in this Department thoroughly examine their personnel policies and practices and make such changes as may be necessary to bring them into conformity with the President's request for employment and promotion opportunities shall be open to all loyal and qualified workers regardless of creed, race, or national origin.

Bureau chiefs must inform their heads of divisions, sections and units of this policy so that definite progress may be made.

Secretary

Attachment

C
O
P
Y

THE WHITE HOUSE
Washington

September 3, 1941

TO HEADS OF ALL DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

It has come to my attention that there is in the Federal establishment a lack of uniformity and possibly some lack of sympathetic attitude toward the problems of minority groups, particularly those relating to the employment and assignment of Negroes in the Federal Civil Service.

With a view to improving the situation, it is my desire that all departments and independent establishments in the Federal Government make a thorough examination of their personnel policies and practices to the end that they may be able to assure me that in the Federal Service the doors of employment are open to all loyal and qualified workers regardless of creed, race, or national origin.

It is imperative that we deal with this problem speedily and effectively. I shall look for immediate steps to be taken by all departments and independent establishments of the Government to facilitate and put into effect this policy of non-discrimination in Federal employment.

/s/
FRANKLIN D. ROOSEVELT

September 3, 1941

TO MEMBERS OF THE HOUSE OF REPRESENTATIVES

It goes to my attention that there is in the Federal establishment a lack of uniformity and possibly some lack of sympathetic attitude toward a group of minority groups, particularly those relating to the employment and advancement of Negroes in the Federal Civil Service.

In view of improving the situation, it is my belief that the Federal Government should take steps to bring about a more uniform and sympathetic attitude toward these groups and to see that they may be able to secure the same opportunities as the majority of the Federal Government employees. It is my belief that the Federal Government should take steps to see that all Federal employees are treated on an equal basis, regardless of race, color, or national origin.

It is important that we deal with this problem speedily and effectively. I shall look for immediate steps to be taken by all departments and independent establishments of the Government to facilitate and put into effect this policy of non-discrimination in Federal employment.

FRANKLIN D. ROOSEVELT



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

October 10, 1941.

MEMORANDUM NO. 937

Refer please
~~Subject:~~ Bomb-proof Storage Space

The Committee on the Conservation of Cultural Resources of the National Resources Planning Board has asked the Department for a report on materials of cultural, scientific or historical value in the custody of the Department that should be considered in planning for protection against possible air raid damage.

Since protection against potential air raid hazards amounts in effect to the highest possible degree of protection of such valuable or irreplaceable records and collections from normal hazards, and since a survey of such material in the possession of the Department should be of value for general administrative purposes, a committee, the membership of which is as follows, has been set up in the Office of the Secretary to study this question:

John S. Lucas	—————	Office of Plant & Operations
H. A. Nelson	—————	Office of Budget & Finance
Ralph R. Shaw	—————	Department Librarian
Carl Hamilton	—————	Assistant to the Secretary, Chairman.

With the cooperation of the various bureaus and offices of the Department, this committee will survey the printed and manuscript material, museum collections, comparison standards, films and other similar types of material in the possession of the Department in Washington, and will report to the Secretary on the types of such materials, their value, and recommended procedures for their protection or other disposition.

Claude R. Wickard

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED



MEMORANDUM NO. 937

Subject: Bomb-proof Storage Space

The Committee on the Conservation of Cultural Resources of the National Resources Planning Board has asked the Department for a report on materials of cultural, scientific or historical value in the custody of the Department that should be considered in planning for protection against possible air raid damage.

Since protection against potential air raid hazards amounts in effect to the highest possible degree of protection of such valuable or irreplaceable records and collections from normal hazards, and since a survey of such material in the possession of the Department should be of value for general administrative purposes, a committee, the membership of which is as follows, has been set up in the Office of the Secretary to study this question:

John S. Lucas	-----	Office of Plant & Operations
H. A. Nelson	-----	Office of Budget & Finance
Ralph E. Shaw	-----	Department Librarian
Carl Hamilton	-----	Assistant to the Secretary,
		Chairman.

With the cooperation of the various bureaus and offices of the Department, this committee will survey the printed and manuscript material, museum collections, comparison standards, films and other similar types of material in the possession of the Department in Washington, and will report to the Secretary on the types of such materials, their value, and recommended procedures for their protection or other disposition.

Charles R. Wickard

Secretary

Reg 2610

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DEPARTMENT OF AGRICULTURE
WASHINGTON

March 16, 1942.

MEMORANDUM NO. 937, SUPPLEMENT 1

Bomb-proof Storage Space

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Please return to the
Secretary's File Room

The Committee on Protection of Irreplaceable Materials has submitted the following report and recommendations:

The Committee has, with the cooperation of various bureaus and offices of the Department, surveyed printed and manuscript materials, museum collections, and similar types of materials in the offices of the Department as requested in Memorandum 937, and finds that materials requiring protection from possible bomb damage make up about six percent of the total.

Since the Archivist is willing to accept all archival materials, with full responsibility for their protection for the duration of the war, and with the understanding that any of these materials required by the bureaus and offices of the Department after the war will be returned to them at their request:

Recommendation 1. It is recommended that all bureaus and offices immediately transfer to the National Archives all archival material which they listed as requiring protection outside our present quarters (i.e. Classes A and B).

The non-archival materials in Class A and Class B form so small a part of the whole collection that:

Recommendation 2. It is recommended that each bureau make its own arrangements for immediate shipment of this material to one of its field offices which is not in a primary danger zone.

Materials in Class C (i.e. those required for constant use in Washington) cover 60 percent of the total. It appears that there has been no uniform policy in the Department on the retention of such materials, their transfer to the Archives, or other disposition. Although it is probable that there are a number of cases in which no uniform practice would apply:

Recommendation 3. It is recommended that the Office of Plant and Operations cooperate with each staff office and with representatives of the Bureau in examining the materials listed as "C" in the reports filed by the Bureau in order to determine to what extent a General Department policy may be laid down for the disposition of Bureau personnel records, fiscal records, and other similar records.

Materials in Class D (i.e. those which are not of permanent value) take approximately 30 percent of the total file space of the Department.

Recommendation 4. It is recommended that the Office of Plant and Operations examine the Class D material to determine what material in this class may be disposed of at the present time and what materials may be destroyed at some specified later date.

Since the Committee has now completed its assignment under Memorandum 937 of October 10, 1941:

Recommendation 5. It is recommended that this Committee be discontinued, and that the task of carrying out its recommendations be assigned to the Office of Plant and Operations.

These recommendations are approved, and chiefs of bureaus and offices are requested to put them into effect as soon as possible.

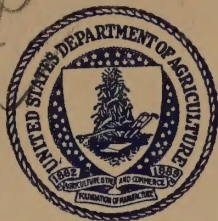
The Committee on Protection of Irreplaceable Materials is hereby discontinued.

Charles R. Whitford

Secretary

BOMB-PROOF STORAGE

Protection of materials from bomb damage
Bomb-proof storage, Protection of materials in
Records, Protection of, from bomb damage
Committee on Protection of Irreplaceable Materials, discontinuance of



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DEPARTMENT OF AGRICULTURE

WASHINGTON

Please return to
the Secretary's File Room

October 10, 1941.

MEMORANDUM NO. 938

1943 Yearbook Committee

The 1943 Yearbook of Agriculture will be a down-to-earth, how-to-do-it volume on producing food for home use - vegetables, fruits, milk, eggs, and meat. Its theme will be that so far as food is concerned, every farmer should be able to live off the fat of the land. The material will be entirely practical in nature and simply written, and much of it will be prepared by people in the States. A preliminary section will give the essentials of good nutrition in plain language, as a guide to planning what and how much to grow for the farm family.

Quite aside from its timeliness, I believe that if this volume is well prepared it will be the most widely useful Yearbook we have ever published.

The following members are appointed to serve on the 1943 Yearbook Committee, which will have general charge of planning the volume:

M. L. Wilson, Extension Service, Chairman
J. L. Boatman, Extension Service
L. A. Schlup, Extension Service
Louise Stanley, Bureau of Home Economics
Ruth Van Deman, Bureau of Home Economics
John S. Fischer, Farm Security Administration
Dallas S. Burch, Bureau of Animal Industry
O. E. Reed, Bureau of Dairy Industry
L. S. Richardson, Bureau of Dairy Industry
M. A. McCall, Bureau of Plant Industry
C. E. Kellogg, Bureau of Plant Industry
E. G. Moore, Bureau of Plant Industry
S. A. Rohwer, Bureau of Entomology and Plant Quarantine
John R. Fleming, Bureau of Agricultural Economics
Gove Hambidge, Office of Information, Yearbook Editor

In addition, it is expected that the Agricultural Adjustment Administration, the Bureau of Chemistry and Engineering, the Rural Electrification Administration, the Soil Conservation Service, the Surplus Marketing Administration, and the Office of Experiment Stations will be consulted on various aspects of the book.

This committee will be automatically terminated on January 15, 1943.

Claude R. Wickard

Secretary

Committees 5-4

931
File in ref. of
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Secretary
Washington, D. C.

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SECRETARY MEMORANDA
939 to 948, Inclusive

Establishing certain committees set up by the Secretary
at the Program Board meeting.
These memoranda should be dated October 10, 1941.



DEPARTMENT OF AGRICULTURE
WASHINGTON

Order No. 528
10-15-41
JP

10-10-41

Memorandum No. — 939

~~MEMORANDUM TO CHIEFS OF BUREAUS AND
HEADS OF OFFICES~~

FILED

Establishing a Committee on Farm Labor

★ Please return
the Secretary's File

At the Program Board meeting this week the Secretary set up a Committee on Farm Labor as follows:

M. C. Townsend
William Rogers
R. W. Hudgens
R. C. Smith

The duties of this Committee were outlined by the Secretary and consist largely in following through on this to see that there is no handicap in achieving the production because of this particular matter.

T. Roy Reid
T. Roy Reid
Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



Establishing a Committee on Farm Labor

At the Program Board meeting this week the Secretary
set up a Committee on Farm Labor as follows:

M. G. Townsend
William H. Brown
L. W. Higgins
R. C. Smith

The duties of this Committee were outlined by the Sec-
retary and consist of trying to bring about a
to see that there is no handicap in achieving the pro-
duction because of this particular matter.

T. Roy Field
Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

Order No. 528
10/15/41
JP

Memorandum No. 940

~~MEMORANDUM TO CHIEFS OF BUREAUS AND
HEADS OF OFFICES~~

Establishing a Committee on Increased Marketings
of Beef Cattle

FILED
★

At the Program Board meeting this week the Secretary set up a Committee on Increased Marketings of Beef Cattle as follows:

Grover Hill
N. E. Dodd
Oris Wells or Preston Richards

The duties of this Committee were outlined by the Secretary and consist largely in following through on this to see that there is no handicap in achieving the production because of this particular matter.

T. Roy Reid
Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



Memorandum No. 940

~~Memorandum to the Secretary~~
~~Re: Cattle~~

Establishing a Committee on Increased Productivity
of Beef Cattle

At the Program Board meeting this week the Secretary
set up a Committee on Increased Productivity of Beef
Cattle as follows:

Grover Hill
W. E. Dodd
Oris Ellis or Preston Richards

The duties of this Committee were outlined by the Sec-
retary and consist largely in following through on this
to see that there is no immediate action in the pro-
duction because of this particular matter.

T. H. Keith
Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

Order No. 528
10/15/41
JP

10-10-41

Memorandum No. 941

~~MEMORANDUM TO CHIEFS OF BUREAUS AND
HEADS OF OFFICES~~

Establishing a Committee on Feed Prices

At the Program Board meeting this week the Secretary set up a Committee on Feed Prices as follows:

D. A. Fitzgerald
M. S. Eisenhower

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Please return to
the Secretary's File

The duties of this Committee were outlined by the Secretary and consist largely in following through on this to see that there is no handicap in achieving the production because of this particular matter.

T. Roy Reid
T. Roy Reid
Assistant to the Secretary

Order No 528
10/15/41

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM No. 941

Establishing a Committee on Feed Prices

FILED

At the Program Board meeting this week the Secretary
set up a Committee on Feed Prices as follows:

- W. A. Fitzgerald
- M. S. Lissner

The duties of this Committee were outlined by the Sec-
retary and consist largely in following through on this
to see that there is no handicap in achieving the pro-
duction because of this particular matter.

10/15/41
Assisted by the Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

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Please return to
the Secretary's File Room

Order No. 528
10/15/41
JP.

10-10-41

Memorandum No. 942

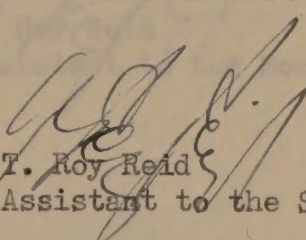
~~MEMORANDUM TO CHIEFS OF BUREAUS AND
HEADS OF OFFICES~~

Establishing a Committee on Farmer Education on
Milk Diversion

At the Program Board meeting this week the Secretary set up a Committee on Farmer Education on Milk Diversion as follows:

O. E. Reed
M. C. Townsend
E. W. Gaumnitz

The duties of this Committee were outlined by the Secretary and consist largely in following through on this to see that there is no handicap in achieving the production because of this particular matter.


T. Roy Reid
Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



MEMORANDUM
No. 242

RECOMMENDATION TO THE SECRETARY
DATE: 10/10/1911

Establishing a Committee on Farmer Education on
Milk Division

At the Program Board meeting this week the Secretary
set up a Committee on Farmer Education on Milk Division
as follows:

O. E. Hood
H. C. Townsend
L. W. Cunningham

The duties of this Committee were outlined by the Sec-
retary and consist largely in following through on this
to see that there is no hindrance in achieving the pro-
duction because of this particular matter.

L. W. Cunningham
Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

Order No. 528
10/15/41
JP

10-10-41

Memorandum No. 943

~~MEMORANDUM TO CHIEFS OF BUREAUS AND
HEADS OF OFFICES~~

FILED



Establishing a Committee on Farm Credit Please return to
the Secretary's File Room

At the Program Board meeting this week the Secretary
set up a Committee on Farm Credit as follows:

M. S. Eisenhower
A. G. Black
R. W. Hudgens

The duties of this Committee were outlined by the
Secretary and consist largely in following through on
this to see that there is no handicap in achieving the
production because of this particular matter.

T. Roy Reid
Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM TO CHIEF OF BUREAU AND
OTHERS IN BUREAU

Establishing a Committee on Marketing, Processing and
Stock Piles for Vegetables and Commercial
Truck Crops

At the Program Board meeting this week the Secretary set
up a Committee on Marketing, Processing and Stock Piles
for Vegetables and Commercial Truck Crops as follows:

R. F. Hendrickson
R. M. Evans
H. H. Tolley
R. W. Johnson
J. B. Johnson

The duties of this Committee were outlined by the Secretary
and consist largely in following through on this to see that
there is no handicap in achieving the production because of
this particular matter.

T. A. Smith
Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

Order No. 528
10/15/41
gp

10-10-41

Memorandum No. — 945

~~MEMORANDUM TO CHIEFS OF BUREAUS AND
HEADS OF OFFICES~~

Establishing a Committee on Acreage of White Beans

At the Program Board meeting this week the Secretary set up a Committee on Acreage of White Beans as follows:

R. M. Evans
R. F. Hendrickson
N. E. Dodd (AAA)

The duties of this Committee were outlined by the Secretary and consist largely in following through on this to see that there is no handicap in achieving the production because of this particular matter.

T. Roy Reid
Assistant to the Secretary

★ FILED
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the Secretary's File

DEPARTMENT OF AGRICULTURE
WASHINGTON



Memorandum No. 945

~~MEMORANDUM TO THE SECRETARY~~
~~OF AGRICULTURE~~

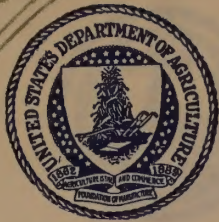
Establishing a Committee on Records of White Beans

At the first meeting of the Secretary
and a Committee on Records of White Beans as follows:

- H. M. Evans
- H. E. Henderson
- H. E. Bush (Chairman)

The duties of this Committee were outlined by the Secretary
and consisted largely in collecting data on this
to see that it is not limited to growing and
production of this product in the U.S.

T. J. [Name]
Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

Order No 528
10/15/41
gp

10-10-41

Memorandum No. *946*

~~MEMORANDUM TO CHIEFS OF BUREAUS AND
HEADS OF OFFICES~~

FILED

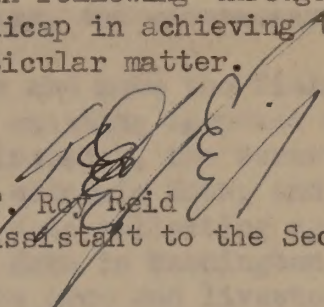
Please return to
the Secretary's File Room

Establishing a Committee on Farm Machinery

At the Program Board meeting this week the Secretary set up a Committee on Farm Machinery as follows:

M. C. Townsend
R. M. Evans
J. L. Boatman
F. F. Elliott

The duties of this Committee were outlined by the Secretary and consist largely in following through on this to see that there is no handicap in achieving the production because of this particular matter.


T. Roy Reid
Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

Memorandum No. 944
~~Transmitted to Chief of Bureau and~~
~~State Department~~

Reestablishing a Committee on Farm Machinery

At the Program Board meeting this week the Secretary
set up a Committee on Farm Machinery as follows:

- M. C. Townsend
- H. M. Evans
- J. L. Bodman
- E. F. Elliott

The duties of this Committee were assigned by the Sec-
retary and consist largely in following through on this
to see that there is no duplication in the work of the
division because of this particular matter.

I. Roy Kelly,
Assistant to the Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

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★
Please return to
the Secretary's File Room

October 15, 1941.

TO: ~~Chiefs of Bureaus and Agencies~~FROM: ~~Secretary of Agriculture~~SUBJECT: Avoiding Duplication in Statistical Data

Memorandum No. 947

Many kinds of data are required in connection with the Department's defense work, as well as for our other activities, and it is highly desirable that they be obtained economically, quickly, and with the least possible duplication.

In the commendable effort to get data quickly, there is often a tendency, especially with new agencies and personnel not yet fully acquainted with the organization and procedure of the Department, to go ahead with insufficient regard to available sources and tested procedures. The result is often inadequate figures, delay rather than speed, duplication of coverage, and unnecessary expenses.

Much can be accomplished if those who know the field of the data are consulted and if the services of existing agencies are sought in sending out new inquiries. For instance, the Bureau of Agricultural Economics has extensive files of economic data; and the Agricultural Marketing Service, the principal data collecting agency of the Department, may have the desired data in Washington or in field offices. This agency, through its crop and livestock reporting service and other channels, is in a good position to gather the data, particularly from individual farmers and concerns through which they buy and sell.

When it has been found that the channels of the Agricultural Marketing Service should be used to get data not already available, the inquiry should be properly cleared and sent out by the Agricultural Marketing Service through its field offices or other regular channels. Other inquiries should be sent through channels appropriate to each. For example, if an inquiry originating in Washington is of the sort that should go to State or County Land-Use Planning Committees, it should be brought to the attention of the Bureau of Agricultural Economics.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

FILED

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Received by the Department of Agriculture
October 10, 1911

October 10, 1911

Office of Bureau of Plant Industry
No. 101

Division of Plant Industry

Very kind of data are required in connection with the Department's
defensive work, as well as for other activities, and it is highly
desirable that they be obtained systematically, regularly, and with the
least possible expenditure.

In the considerable effort to get data quickly, there is often a
tendency, especially with new agencies and personnel, to get into
accustomed with the organization and procedure of the Department, to
to start with limited or no regard to the kind of data and the
procedures. The result is often a large amount of data, which is
then given, in the form of a report, and is not used.

Much can be accomplished if those who know the field of the data are
consulted and if the services of existing agencies are sought in
securing out new agencies. For instance, the Bureau of Entomology
and Plant Quarantine has extensive files of economic data; and the Agricultural
Experiment Station, the principal data collecting agency of the
Department, may have the desired data in Washington or in their
offices. This agency, through its own and livestock reporting ser-
vice and other channels, is in a good position to gather the data,
particularly from individual farmers and concerns through which they
buy and sell.

When it has been found that the channels of the Agricultural Experi-
ment Station should be used to get data, the following suggestions
should be properly observed and sent out by the Agricultural Experi-
ment Station to the field offices in order that the data be
properly secured and sent through channels as follows to each of the
agencies. In an inquiry originating in Washington as to the report that
should be sent to the Bureau of Plant Industry, it should
be pointed to the attention of the Bureau of Agricultural Economics.

DEPARTMENT OF AGRICULTURE
WASHINGTON

An inquiry to County Agents should be sent out by the Extension Service through State channels. Committees and agents in the field, however, should not be asked for information of a type that will require them, in turn, to make general surveys among farmers or other respondents. If such surveys are needed, they should be made through, or cleared by, the Agricultural Marketing Service.

Even more important than specific procedures, is the definite recognition by all concerned that it is the responsibility of all Bureaus and agencies of the Department, in Washington and in the field, to do all they can to avoid duplication and confusion in calling for and compiling data. This can be done best through vigilant observance of two principles upon which all our procedures in this matter must be based: (1) find out in each instance whether the data are already available; and (2) if not available, turn to the agency that is best equipped to gather the data quickly, effectively, economically, and with the least imposition on farmers and other respondents.

Claude R. Wickard

Under Secretary

An inquiry to County Agents should be sent out by the Extension Service through State channels. Committees and agents in the field, however, should not be asked for information of a type that will require them, in turn, to make general surveys among farmers or other respondents. If such surveys are needed, they should be made through, or cleared by, the Agricultural Marketing Service.

Even more important than specific procedures, is the definite recognition by all concerned that it is the responsibility of all Bureaus and agencies of the Department, in Washington and in the field, to do all they can to avoid duplication and confusion in calling for and compiling data. This can be done best through vigilant observance of two principles upon which all our procedures in this matter must be based: (1) Find out in each instance whether the data are already available; and (2) If not available, turn to the agency that is best equipped to gather the data quickly, effectively, economically, and with the least imposition on farmers and other respondents.

Charles R. Wickham



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

MEMORANDUM NO. 948

October 16, 1941.

DELEGATION OF AUTHORITY TO ACQUIRE LAND PURSUANT
TO SECTION 1 OF THE SOIL CONSERVATION ACT OF 1935

1. The Chief (or, in his absence, the Acting Chief) of the Soil Conservation Service is hereby authorized to perform the following functions in connection with the acquisition of land by the Soil Conservation Service pursuant to Section 1 of the Soil Conservation Act of 1935 (16 U. S. C. § 590a, 49 Stat. 163):

(a) To exercise options to purchase and to execute other forms of contracts for the acquisition of real property, or any interest therein, subject to any reservations or exceptions which will not interfere with the use of the property for the purposes of the act, and to adjust and modify the terms of such contracts as circumstances may require to the extent that such adjustment and modification will not be to the detriment of the Government.

(b) To exercise all powers to revoke, terminate, or cancel contracts executed in accordance with the foregoing authority which are exercisable either by the terms of the contracts themselves or by operation of law.

2. The Chief (or, in his absence, the Acting Chief) of the Soil Conservation Service may, in writing, redelegate to any employee or employees of the Soil Conservation Service any of the functions delegated to the Chief of the Soil Conservation Service in this memorandum.

3. All acts heretofore performed by the Chief or Acting Chief of the Soil Conservation Service, or by any employee of the Department whom either of them has designated in writing, in connection with the acquisition of land by the Soil Conservation Service pursuant to Section 1 of the Soil Conservation Act of 1935 are hereby ratified and confirmed.

4. The requirements of Department Regulations 1712 and 3312 which conflict with this memorandum are hereby waived.

Paul H. Huppel
Under Secretary.

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

October 18, 1941

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

1. The Chief (or in his absence, the Acting Chief) of the Soil Conservation Service is hereby authorized to perform the following functions in connection with the administration of the Soil Conservation Service, subject to the provisions of the Act of October 3, 1935 (49 Stat. 1948):

(a) To exercise control over the Service and to exercise power over the Service for the administration of the Service, or any part thereof, and to exercise power over the Service for the administration of the Service, or any part thereof, and to exercise power over the Service for the administration of the Service, or any part thereof.

(b) To exercise all powers to receive, transmit, or convey any information or communication in connection with the administration of the Service, or any part thereof, and to exercise power over the Service for the administration of the Service, or any part thereof.

2. The Chief (or in his absence, the Acting Chief) of the Soil Conservation Service is hereby authorized to perform the following functions in connection with the administration of the Service, subject to the provisions of the Act of October 3, 1935 (49 Stat. 1948):

3. All communications received by the Chief (or in his absence, the Acting Chief) of the Soil Conservation Service, or by any employee of the Service, in connection with the administration of the Service, or any part thereof, shall be forwarded to the Chief (or in his absence, the Acting Chief) of the Soil Conservation Service for his consideration and action.

4. The requirements of the Department of Agriculture, which conflict with this document, are hereby waived.

Under Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

October 24, 1941.

Center
MEMORANDUM NO. 949

Defense Activities

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Please return to
the Secretary's File Room

(1) There is quoted below for the information and guidance of all members of the Department, Budget Bureau Circular No. 380, issued by direction of the President, September 23, 1941, entitled "Coordination of defense and non-defense activities":

"There exists in the Executive Departments, Establishments and Agencies an uncertainty as to the extent to which their normal operations should be shifted to defense objectives. Many of these agencies are now handling a large amount of defense work, but, in general, this has been superimposed upon their regular work. While indicating a willingness to modify the general pattern of the operations upon which their appropriations have been based, they have hesitated to do so without a directive from the Executive Office.

"While the President has constantly maintained that our defense efforts should not result in the relinquishment of our social gains and objectives, many of our programs, as he has also indicated, are sufficiently flexible that normal forward progress can be temporarily sacrificed and the emphasis shifted to the primary needs of this emergency period.

"To clarify this matter and to assure maximum cooperation on a uniform basis, you are instructed to absorb all possible defense activities within the limits of existing funds. In doing this, you should reduce or postpone all activities (except where there exists a specific Congressional directive) not vital at this time to the public welfare. This should be a primary consideration in the expenditure of your 1942 funds and in the planning of your 1943 programs."

X
(2) The directive of the President, as set forth in the Budget Bureau circular, is in line with the previously declared policy of the Department, ~~and~~ which all of our departmental organizations have been following from the beginning of the emergency period, to absorb all possible urgent defense

DEPARTMENT OF AGRICULTURE
WASHINGTON



Defense Activities

(1) There is quoted below for the information and guidance of all members of the Department, Budget Bureau Circular No. 330, issued by direction of the President, September 23, 1941, entitled "Coordination of Defense and Non-Defense Activities":

"There exists in the Executive Department, State, War, Navy, and Agriculture, an uncertainty as to the extent to which their normal operations should be shifted to defense objectives. Many of these agencies are now handling a large amount of defense work, but, in general, this has been incorporated upon their regular work. While indicating a willingness to modify the general pattern of the operations upon which their organizations have been based, they have hesitated to do so without a directive from the Executive Office.

"While the President has consistently maintained that our defense efforts should not result in the relinquishment of our social aims and objectives, many of our programs, as he has also indicated, are sufficiently flexible that normal forward progress can be temporarily sacrificed and the emphasis shifted to the primary needs of this emergency period.

"To clarify this matter and to assure maximum cooperation on a uniform basis, you are instructed to absorb all possible defense activities within the limits of existing funds. In doing this, you should reduce or postpone all activities (except where there exists a specific Congressional directive) not vital at this time to the public welfare. This should be a primary consideration in the expenditure of your 1942 funds and in the planning of your 1943 program."

(2) The directive of the President, as set forth in the Budget Bureau Circular, is in line with the previously declared policy of the Department, and which all of our departmental organizations have been following from the beginning of the emergency period, to absorb all possible urgent defense

activities within the limits of existing authorities and funds, in order to reduce the demands upon the public Treasury in every way possible at this time. In accordance therewith, and pursuant to the Budget Bureau Circular, as it becomes necessary for the bureaus and offices of the Department to render increased essential defense services, additional funds for such purposes will not be requested until all feasible possibilities in the nature of redirection or curtailment of existing programs of work have been exhausted.

(3) In effectuating this policy it will be best to curtail or abandon normal and long range programs of lesser importance in order to render defense services that are now essential and that may fall within the basic authorizations under which we are presently operating. The dislocation and readjustments which such modifications may cause are appreciated but it would be incongruous to ask and expect private business and the people of America to make comparable adjustments and sacrifices if at the same time we do not pursue a similar course within the governmental structure. It is evident that we cannot take on a constantly increasing volume of work required by the defense situation and at the same time continue all existing work with the same degree of efficiency as heretofore. If, however, any proposed modification of the program of work to meet urgent requirements developing out of the current situation (other than of a temporary or passing character) is of such nature that it will necessitate modification of the objectives, purposes, plan or financial allocations of existing work programs as currently set forth in the departmental project system, revised project statements and, if necessary, revised base project allocations should be submitted promptly, with an explanatory statement of the situation, for consideration of the Secretary.

(4) I realize fully the very serious problems with which our departmental services are confronted in meeting the additional needs arising out of the present situation and at the same time continuing on an effective basis other vital services for which we are responsible. I know this is calling for administrative resourcefulness and personal sacrifice far beyond normal requirements. The wholehearted way in which the personnel and the organization units of the Department are cooperating in carrying the extra work load and in meeting the emergencies which constantly are arising is realistic evidence daily of the fact that the defense effort is the first order of business throughout the Department, every branch of which has now been officially designated as a Defense Agency. The tradition of the Department of Agriculture as an agency which can be counted upon for whatever service the public interest requires of it at any period of our national existence is being fully maintained by the unstinting efforts of the present staff. The spirit with which these difficult jobs are tackled by the members of the Department, in every one of our organizations, is deeply appreciated and constitutes a very great contribution to the total defense program.

Claude R. Wickard

Secretary.

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Charles R. Whelan
Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

File

November 12, 1941.

MEMORANDUM NO. 950

Designation of Department Representative on
Puerto Rican Soil Conservation Committee

FILED



Please return to
the Secretary's File Room

Insular Act 124 passed by the Puerto Rican legislature provides, among other things, for the creation of a Committee of Three composed of the Commissioner of Agriculture and Commerce of Puerto Rico as Chairman, the Director of the Agricultural Experiment Station of the College of Agriculture and Mechanic Arts of the University of Puerto Rico, and of a person appointed by the Secretary of Agriculture of the United States to develop plans and carry on the work on soil conservation measures in Puerto Rico.

I have designated Mr. U. S. Allison, recently appointed by the Soil Conservation Service to direct soil conservation activities in Puerto Rico, to act as the Department representative on this committee. Until Mr. Allison reports for duty in Puerto Rico, on or about December 1, 1941, Mr. J. J. Stroup, who is now acting in charge of soil conservation activities in Puerto Rico, will represent the Department on the committee.

Paul H. Huppelby

Under Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



November 12, 1941

MEMORANDUM NO. 950

Designation of Department Representative on
Puerto Rican Soil Conservation Committee

Insular Act 124 passed by the Puerto Rican Legislature provides, among other things, for the creation of a Committee of three composed of the Commissioner of Agriculture and Commerce of Puerto Rico as Chairman, the Director of the Agricultural Experiment Station of the College of Agriculture and Mechanic Arts of the University of Puerto Rico, and of a person appointed by the Secretary of Agriculture of the United States to develop plans and carry on the work on soil conservation measures in Puerto Rico.

I have designated Mr. U. S. Allison, recently appointed by the Soil Conservation Service to direct soil conservation activities in Puerto Rico, to act as the Department representative on this committee. Until Mr. Allison reports for duty in Puerto Rico, on or about December 1, 1941, Mr. J. J. Strong, who is now acting in charge of soil conservation activities in Puerto Rico, will represent the Department on the committee.

U. S. Allison
Under Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

Order No. 578
11/14/41
quint

November 14, 1941.

MEMORANDUM NO. 951

FILED



Please return to
the Secretary's File Room

Thanksgiving Day

The President, by Proclamation dated November 8, 1941, has designated Thursday, November 20, 1941 as a general day of Thanksgiving. Therefore, the Department of Agriculture, in both Washington and field service, will be closed on that day.

In States where Thanksgiving Day will be observed on November 27 it may be that Federal work cannot be properly performed. In such cases employees on a yearly or monthly basis may be excused from duty on both days without having their absence charged to annual leave, nor their regular pay affected.

On November 20, regular per diem or per hour employees including those paid on a "when actually employed" basis will be paid without working on that day provided they are in a pay status (on duty or on leave with pay) immediately before and after November 20. A "regular" per diem or per hour employee is one who is working regularly for an indefinite period, or for a period of not less than six months, and who has been employed for at least 30 days preceding the holiday. Employees paid on a per diem basis will not be entitled to compensation for November 27 if no work is performed on that day. (See 17 Comp. Gen. 298 and 19 Comp. Gen. 426.)

Ernest B. Hill
Assistant Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



November 14, 1941

FILED

RECEIVED NOV. 21

Thanksgiving Day

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In States where Thanksgiving Day will be observed on November 27 it may be that Federal work cannot be properly performed. In such cases employees on a yearly or monthly basis may be excused from duty on both days without having their absence charged to annual leave, nor their regular pay affected.

On November 20, regular pay claim or pay for employees including those paid on a "when actually employed" basis will be paid out working on that day provided they are in a pay status (continuing or on leave with pay) immediately before and after November 20. A "regular" pay claim or pay for employees is one which is payable regularly for an indefinite period, or for a period of not less than six months, and who has been employed for at least 30 days preceding the holiday. Employees who on a part-time basis will not be entitled to compensation for November 20 if no work is performed on that day. (See IV Comp. Gen. Reg. 101 and 102, Sec. 400.)

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 13, 1942.

MEMORANDUM 952, Sup. 1

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

Survey and Disposal of Surplus and Unserviceable Equipment and Materials

Events of the past few weeks have made increasingly important the collection and disposal of scrap iron and other metal materials no longer serviceable in their present form. The vital need for these materials in the production of steel and other war essentials has again been brought to our attention.

I am sure that chiefs of bureaus and offices in the Department of Agriculture, realizing the seriousness of this situation, will conduct in the most thorough-going manner the survey of surplus and unserviceable property requested by Memorandum No. 952. Inasmuch as the 90-day period within which the first report is to be submitted has nearly expired, this opportunity is taken to urge upon you the importance of that survey. I am most anxious that its results represent the Department's maximum contribution in scrap and other unserviceable property, and that we may so inform the President in our report to him.

Any unserviceable properties or metal materials not sold or otherwise disposed of prior to your February 15th report should be assembled and returned to industrial channels on the earliest practicable date consistent with good administration. The disposal of any such materials should be made the subject of a supplemental report.

Claude R. Wickard

Secretary

PROPERTY

Surplus Property, survey of for war needs
Property, Surplus, survey of for war needs
Survey of Surplus Property for war needs

January 15, 1914

MEMORANDUM FOR THE SECRETARY

REPORT ON THE RESULTS OF THE VISIT TO THE

PLANT INDUSTRY OF THE UNITED STATES AND CANADA

During the past few weeks I have been engaged in a study of the plant industry of the United States and Canada. The results of this study are set forth in the following report.

I am sure that the results of this study will be of great value to the plant industry of the United States and Canada. The results of this study are set forth in the following report.

The results of this study are set forth in the following report.

Very truly yours,
[Signature]

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON

Please return to the
Secretary's File Room

Reg. No 2736
June 17, 1942

June 17, 1942.

MEMORANDUM NO. 952 SUPPLEMENT 2

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

Disposal of Unserviceable Rubber and ~~for~~ Rubber Products

The President of the United States has enlisted the services of all Americans in a Rubber Salvage Campaign in order to at least partially provide for the needs of our armed services.

While Secretary's Memorandum No. 952 requested a thorough survey of all surplus obsolete and discarded equipment and materials in possession of the several bureaus and offices of the Department vital to our national defense effort, chiefs of bureaus and of offices are again requested to survey the situation with special emphasis being placed on RUBBER.

In order to facilitate the handling of this situation chiefs of bureaus and of offices are authorized to dispose of all unserviceable rubber and ~~for~~ rubber products without prior action by field boards of survey. Chiefs of bureaus may authorize any officer or employee to make the disposition. Such disposition may be made in the manner provided for public use in the Rubber Salvage Campaign.

Claude H. Wickard

Secretary

PROPERTY

Surplus Rubber, Unserviceable Rubber Products, Survey of
Rubber, Unserviceable, Survey of
Survey of Surplus, Unserviceable Rubber

PROPERTY 3-1

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 17, 1942

MEMORANDUM NO. 952 SUPPLEMENT 2

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

Division of Unserviceable Rubber and Rubber Products

The President of the United States has authorized the Secretary of Agriculture in a Rubber Survey Report in order to ascertain the needs of our armed services. Partially obsolete for the needs of our armed services.

While Secretary's Memorandum No. 952 requested a thorough survey of all surplus obsolete and discarded equipment and materials in possession of the several bureaus and offices of the Department vital to our national defense effort, Chief of Bureau and of offices are again requested to survey the situation with special emphasis being placed on Rubber.

In order to facilitate the handling of this situation Chief of Bureau and offices are authorized to dispose of all unneeded surplus rubber and rubber products without prior action by Field boards of survey. Chiefs of Bureaus may authorize any officer or employee to make the disposition. Such disposition may be made in the manner provided for public use in the Rubber Salvage Campaign.

Charles H. Johnson

Secretary

Survey of Rubber, Unserviceable Rubber Products, Survey of Rubber, Unserviceable Rubber, Survey of Rubber, Unserviceable Rubber

PROPERTY

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

November 28, 1942

MEMORANDUM NO. 952, Supplement 3

Disposal of Non-Essential Metallic
Equipment and Materials

The following letter, which was recently received from Mr. Lessing J. Rosenwald, Director, Conservation Division, War Production Board, is of such importance that it is quoted in its entirety for the information of the officials and personnel of this Department:

"The importance of scrap to our war production program can scarcely be exaggerated, especially in view of the fact that production is, in many cases, limited only by shortages of metal, both ferrous and non-ferrous.

"The attached letter from Mr. Stephen Early shows a definite desire on the part of the President to have all departments and agencies of the Federal Government do their part in supplying these materials for war purposes.

"Although the whole nation has combed and will continue to hunt for all available sources of scrap metal, and although much has been done by federal agencies in the collection of waste and surplus metals, the time has now arrived when many metallic items now in use should be made available for scrap purposes. Fences, railings, gates, grillework, and similar articles which are not needed for real protection purposes or are not otherwise performing an essential function and are not of irreplaceable historic or artistic value should be turned in as scrap now.

"I therefore request that you have all divisions of your organization report for disposal as scrap such items as fall within the above definition to the Procurement Division of the Treasury Department which is cooperating with the War Production Board in this program. In some cases, it may be necessary to revise or reinterpret existing departmental regulations or definitions which may hinder your organization from complying to the fullest with this request, and I hope that you will do this.

"I wish to express my appreciation for the fine way which you have cooperated with us in the past, and earnestly request that you aid us in this further and necessary step. What you do now will be an example to state, municipal and private owners."

PROPERTY 3-1

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

November 22, 1942

MEMORANDUM NO. 952, Supplement 3

Disposal of Non-Essential Metallic
Equipment and Materials

The following letter, which was recently received from Mr. Leasing J. Rosewell, Director, Conservation Division, War Production Board, is of such importance that it is quoted in its entirety for the information of the officials and personnel of this Department:

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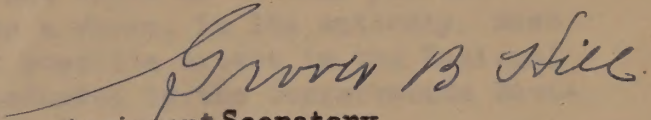
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"I wish to express my appreciation for the fine way which you have cooperated with us in the past, and earnestly request that you aid us in this further and necessary step. What you do now will be an example to state, municipal and private owners."

I am personally pleased that this policy has been enunciated because of the need for Government leadership in this matter. The Equipment Conservator advises me that the Area Agriculture Equipment Committees have already been instructed to get metallic items which have no essential day-by-day use into the scrap pile to meet our total needs.

The Area Agriculture Equipment Committees, which are now responsible for giving greater emphasis to the Department's official scrap drive, are directed, together with bureau officials both in Washington and the field, to cooperate to the fullest extent by aggressive action.


Assistant Secretary

Attachment - 1

Mr. Lester B. Granger,
Director, Conservation Division,
The Production Board,
Washington, D. C.
Washington, D. C.

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Assistant Secretary

Attachment - 1

THE WHITE HOUSE

WASHINGTON

October 10, 1942.

My dear Mr. Rosenwald:

The President has asked me to tell you that the Federal Government as a whole, in its entirety, must cooperate to the fullest possible extent in the National Salvage Program being conducted by the Conservation Division of the War Production Board.

It is the President's desire that all departments and agencies of the Federal Government contribute to this campaign and turn in all metals they can spare - all metals not needed for real protection purposes and all metals except those of irreplaceable historic value.

Any instances of refusal on the part of Federal departments or agencies to cooperate with the War Production Board should be reported to the officials in charge of such departments or agencies and, if necessary, to the Office of the President of the United States.

Metals to increase present war production are badly needed and the President is determined that all Federal services and institutions shall do their part to make this program the success it must be.

Very sincerely yours,

(signed) Stephen Early

Secretary to the President

Mr. Lessing Rosenwald,
Director, Conservation Division,
War Production Board,
Washington Gas Light Building,
11th and H Streets, N.W.,
Washington, D. C.

Secretary

THE WHITE HOUSE

WASHINGTON

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Secretary to the President

Mr. Leasing Rosenwald,
Director, Conservation Division,
War Production Board,
Washington Gas Light Building,
11th and H Streets, N.W.,
Washington, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 9, 1941

MEMORANDUM NO. 956

Extending Department Cooperation and Assistance
to Naval District Commandants

The responsibility for safeguarding shipping in territorial waters of the United States, including harbors and ports, has been placed upon the Navy Department. The Naval District Commandants are developing plans and implementing action which will provide for the internal security of harbors and ports and for all merchant shipping. The nature and extensive scope of this problem will require the assistance of all Federal, State, municipal and commercial authorities in the vicinity of ports and harbors in cooperation and support of the local Naval District Commandants in providing close supervision of all merchant shipping and civil aircraft.

The Navy Department has requested the active assistance of the bureaus and offices of the Department of Agriculture in the execution of the task of safeguarding shipping and in the developing of internal security measures for ports and harbors. Compliance with this request is in keeping with the policy of the Department of Agriculture to cooperate completely with the defense effort by rendering active assistance whenever the services of this Department are needed.

Accordingly, all bureaus and offices of this Department shall provide such active assistance to the several Naval District Commandants in respect to matters incident to safeguarding shipping as they may be called upon to furnish. As part of this cooperation, it is anticipated that the investigation and inspection agencies of this Department which are located in the vicinity of ports and harbors will be able to render valuable service.

Bureaus and offices must take the necessary steps to inform all field headquarters which are located at or near ports and harbors of the cooperation and assistance which will be required of them under this memorandum.

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

March 19, 1942.

MEMORANDUM NO. 956, SUPPLEMENT NO. 1

Extending Department Cooperation and Assistance to Commandants
of the Coast Guard, Naval Districts, Naval Command and Captains
of the Port

On December 9, 1941, in compliance with a request of the Navy Department dated November 5, 1941, the cooperation and assistance of the Department of Agriculture was extended to the Naval District Commandants in the execution of the task of safeguarding shipping, and in the developing of internal security measures for ports and harbors.

The President has now issued Executive Order No. 9074, which appears on the reverse side of this memorandum. This Order directs the Secretary of the Navy to take action necessary for the protection of vessels, harbors, ports and waterfront facilities, and requires all Federal agencies and authorities to furnish such assistance and support to the Secretary of the Navy in this respect as their available facilities and personnel will permit. The Secretary of the Navy has designated the Commandant of the Coast Guard, the Commandants of the Naval Districts, the Commandants, respectively, of the Severn River Naval Command and the Potomac River Naval Command, and Captains of the Port, as officers who have the power and authority, under the supervision and direction of the Chief of Naval Operations, to carry out the purpose of the Order.

In keeping with the provisions of Executive Order No. 9074, all bureaus and offices of this Department shall make available to the Commandant of the Coast Guard, the Naval District, the Naval Command, or Captains of the Port concerned, the services they are equipped to provide in furtherance of the determination of the Department to cooperate fully in the war effort.

Claude R. Wickard
Secretary

Index Entries:

COOPERATION

Cooperation with Navy Department in Task of Safeguarding Shipping, etc.
Shipping. Cooperation with Navy Department in Safeguarding, etc.

EXECUTIVE ORDER

9074

DIRECTING THE SECRETARY OF THE NAVY TO TAKE ACTION
NECESSARY TO PROTECT VESSELS, HARBORS, PORTS, AND
WATERFRONT FACILITIES

By virtue of the authority vested in me as President of the United States and as Commander in Chief of the Army and Navy, it is hereby ordered as follows:

1. The Secretary of the Navy shall be primarily responsible for, and shall take such steps, institute such measures, and issue such regulations and orders as shall be necessary for, the safeguarding against destruction, loss or injury from sabotage or other subversive acts, accident, or other causes of a similar nature, of vessels, harbors, ports, and waterfront facilities in the United States and in Alaska, the Territory of Hawaii, Puerto Rico, and the Virgin Islands, except such waterfront facilities as may be directly operated by the War Department. Executive Order No. 8972 of December 12, 1941, authorizing the Secretary of War and the Secretary of the Navy to protect certain national-defense material, premises, and utilities from injury or destruction, is modified accordingly.

2. All agencies and authorities of the Government of the United States shall conform to all regulations and orders issued by the Secretary of the Navy pursuant to Section 1 hereof, and shall give such assistance and support to the Secretary of the Navy as their available facilities and personnel will permit.

3. All state and local authorities and all persons are urged to assist and support the Secretary of the Navy at all times in the enforcement of this order, and to conform to all regulations issued hereunder.

4. Except as provided by Section 1 hereof, nothing herein contained shall be construed as relieving any agency or authority of the United States from the performance of any duties now imposed by law upon it; and nothing herein shall limit or modify the duty and responsibility of the Federal Bureau of Investigation, Department of Justice, with respect to the investigation of alleged acts of sabotage, espionage, or other types of subversive activities, or require it to furnish facilities or personnel under Section 2 of this order.

5. The Secretary of the Navy may delegate to such officers under his direction as he may deem necessary any of the powers and duties conferred upon him by any of the provisions of this order

/s/ FRANKLIN D. ROOSEVELT

THE WHITE HOUSE,

February 25, 1942

December 10, 1941.

MEMORANDUM NO. 957

extra

Establishment of Departmental Committee for the
Development of Statistical Techniques in
Agricultural Research

I am appointing the following to serve as members of a Committee for the Development of Statistical Techniques in Agricultural Research:

Dr. J. M. Thompson, Chief of the Economics Section, Western Division, AAA, Chairman

Mr. Paul L. Koenig, Assistant in Charge, Division of Agricultural Statistics, AMS

Mr. James G. Osborne, Division of Silvics, Forest Research, Forest Service

Dr. A. E. Brandt, Chief, Division of Conservation Experiment Stations, Soil Conservation Service

Dr. Conrad Taeuber, Division of Farm Population and Rural Welfare, BAE

Miss Marion Sandomire, Office of Information, ex officio

Dr. O. C. Stine, Bureau of Agricultural Economics, ex officio

The functions of the Committee will be to stimulate the development of statistical techniques dealing with problems throughout the Department. The Committee is authorized to develop and issue such reports or documents as it feels will further the development of statistical techniques in relation to agriculture. The Division of Statistical and Historical Research of the Bureau of Agricultural Economics will provide secretarial and technical editorial services for the Committee.

Secretary's File Room
(Signed)

Claude R. Wickard

Secretary

MSalisbury:LHP
December 2, 1941

RECEIVED
NOV 20 1941
DECEMBER 10 1941

MEMORANDUM NO. 257

Development of Statistical Techniques for the
Development of Agricultural Research

I am appointing the following to serve as members of a Committee for the development of statistical techniques in Agricultural Research:

Dr. W. A. Thompson, Chief of the Economic Section, Economic Division, AAA, Chairman

Mr. Paul L. Koenig, Assistant in Charge, Division of Agricultural Statistics, AAA

Mr. James G. Osborne, Division of Statistics, Forest Research, U.S. Forest Service

Dr. A. M. Brandt, Chief, Division of Conservation Management, U.S. Forest Service

Dr. Conrad Tashner, Division of Farm Population and Rural Economics, U.S. Department of Agriculture

Miss Marion Sanderson, Office of Information, ex officio

Dr. O. C. Price, Bureau of Agricultural Economics, ex officio

The functions of the Committee will be to stimulate the development of statistical techniques dealing with problems throughout the Department. The Committee is authorized to develop and issue such reports or documents as it feels will further the development of statistical techniques in relation to agriculture. The Division of Statistical and Historical Research of the Bureau of Agricultural Economics will provide secretarial and technical editorial services for the Committee.

W. A. Thompson

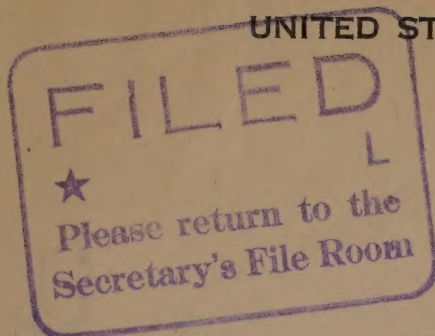
Secretary

THOMPSON, W. A. /s/

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MS. Laboratory
December 2, 1941



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 17, 1942.

MEMORANDUM NO. 957, SUPPLEMENT 1

Changes in Membership of Committee for the Development
of Statistical Techniques in Agricultural Research

I am appointing Mr. Meyer A. Girschick of the Bureau of Agricultural Economics as the secretary and Dr. F. M. Wadley of the Bureau of Entomology and Plant Quarantine as a member of the Departmental Committee for the Development of Statistical Techniques in Agricultural Research.

Since Miss Marion Sandomire has accepted a position with another department her name is withdrawn from the membership of the Committee.

The membership of this Committee now stands as follows:

Dr. J. M. Thompson, AAA, Chairman
Mr. Meyer A. Girschick, BAE, Secretary
Dr. F. M. Wadley, E&PQ
Mr. Paul L. Koenig, AMS
Mr. James G. Osborne, FS
Dr. A. E. Brandt, SCS
Dr. Conrad Taeuber, BAE
Dr. O. C. Stine, BAE, ex officio

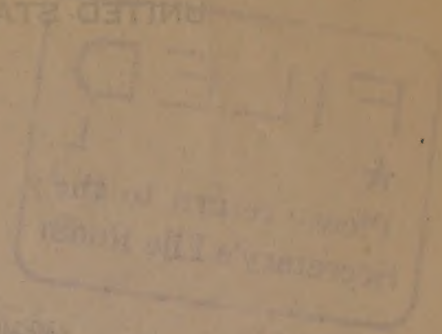
Claude R. Wickard

Secretary

COMMITTEES

Committee for the Development of Statistical Techniques in Agr'l Research
Statistical Techniques in Agr'l Research, Committee for
Agr'l Research, Committee for Development of Statistical Techniques in

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



March 17, 1942

MEMORANDUM NO. 257, SUBMITTANT 1

Changes in Membership of Committee for the Development
of Statistical Techniques in Agricultural Research

I am appointing Mr. Meyer A. Glusick of the Bureau of Agricultural Economics as the Secretary and Dr. F. M. Bailey of the Bureau of Entomology and Plant Quarantine as a member of the Departmental Committee for the Development of Statistical Techniques in Agricultural Research.

Since Miss Marion Sandhorne has accepted a position with another department her name is withdrawn from the membership of the Committee.

The membership of this Committee now stands as follows:

Dr. J. W. Thompson, AAA, Chairman
Mr. Meyer A. Glusick, BAP, Secretary
Dr. F. M. Bailey, BAP
Mr. Paul C. Rosen, AAS
Mr. James C. Sandhorne, TS
Dr. A. E. Brundage, BPS
Dr. Conrad T. Fisher, BAP
Dr. C. C. Evans, BAP, ex officio

Charles R. McFarland

Secretary

COMMITTEE
Committee for the Development of Statistical Techniques in Agricultural Research
Special Agent in Charge, U.S. Department of Agriculture
Washington, D.C.

December 12, 1941.

MEMORANDUM NO. 958

Routing of Check Claims and Related Correspondence

After a study by the Office of Budget and Finance of the procedure followed by the Department in the handling of claims involving undelivered, lost, or canceled checks, or checks drawn to deceased persons, or to wrong persons, or drawn in wrong amounts, sent to the Claims Division of the General Accounting Office for settlement, it has been determined that it is no longer necessary that these cases or related correspondence originating in the various bureaus be reviewed and transmitted by the Office of Budget and Finance to the General Accounting Office. Likewise, correspondence from the General Accounting Office on this class of claims will no longer be required to clear through the Office of Budget and Finance enroute to the bureaus concerned. All other types of claims submitted on form AD-42 will continue to be sent to the Office of Budget and Finance for review and transmittal to the General Accounting Office. All Certificates of Settlement (Standard Form 39A) including those covering check cases will continue to clear through the Office of Budget and Finance enroute to the Bureaus.

Each bureau should immediately prepare a recommendation to the Secretary nominating at least one official and an alternate to whom authority is to be delegated administratively to approve claims for checks.

When such delegations have been made, all claims for checks (and correspondence, records, reports, or other data relating to any check case) should be sent direct by the originating bureau to the General Accounting Office, Claims Division. Form AD-42 should continue to be used for this purpose, but should be signed by an official of the bureau (to whom this authority has been delegated by the Secretary of Agriculture) instead of by the Director or Acting Director of Finance.

Pending the revision of Form AD-42, the words "Director of Finance" should be stricken from the form and the title of the signing officer inserted in lieu thereof.

LATwigg)
VLewis)
WTLuman) M 10-24-41
WRFuchs)

Hoover B. Hill
Assistant Secretary

Rewritten WRFuchs: CR 12-8-41
Initialed by LAT, HAN

December 12, 1931.

MEMORANDUM NO. 288

Handling of Check Claims and Related Correspondence

After a study by the Office of Budget and Finance of the procedure followed by the Department in the handling of claims involving un- delivered, lost, or canceled checks, or checks drawn to deceased persons, or to wrong persons, or drawn in wrong amounts, sent to the Claims Division of the General Accounting Office for settlement, it has been determined that it is no longer necessary that these cases or related correspondence originating in the various bureaus be re- viewed and transmitted by the Office of Budget and Finance to the General Accounting Office. Likewise, correspondence from the General Accounting Office on this class of claims will no longer be required to clear through the Office of Budget and Finance enroute to the bu- reaus concerned. All other types of claims submitted on Form AB-12 will continue to be sent to the Office of Budget and Finance for re- view and transmission to the General Accounting Office. All certifi- cates of settlement (Standard Form 79A) including those covering check cases will continue to clear through the Office of Budget and Finance enroute to the bureaus.

Each bureau should immediately prepare a recommendation to the Secretary containing at least one official and an alternate to whom authority is to be delegated administratively to approve claims for checks.

When such delegations have been made, all claims for checks (and cor- respondence, reports, or other data relating to any check case) should be sent direct by the originating bureau to the General Accounting Office, Claims Division. Form AB-12 should continue to be used for this purpose, but should be signed by an official of the bureau (to whom this authority has been delegated by the Secretary of Agriculture) instead of by the Director or Acting Director of Finance.

Pending the revision of Form AB-12, the words "Director of Finance" should be stricken from the form and the title of the signing officer inserted in lieu thereof.

Assistant Secretary

12-12-31
W. H. H. (W. H. H.)
W. H. H. (W. H. H.)
W. H. H. (W. H. H.)

Revised W. H. H. 12-12-31
Initialed by W. H. H.

Reg 611

W

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 13, 1941.

MEMORANDUM NO. 959

Administrative Memoranda

FILED



Please return to
the Secretary's File Room

A recent study by a committee of Secretarial office representatives makes clear that some changes in the varying methods of issuing administrative circulars and memoranda by certain offices of the Secretary would improve their usability by those employees who find it necessary in the course of their day to day work to refer frequently to administrative instructions contained in these notices.

It is expected that the following changes will be made:

1. Not later than January 1, 1942, the Offices of Budget and Finance, Plant and Operations, Foreign Agricultural Relations, Information, and Solicitor, and my own immediate office will each issue a single numbered series which will combine for each office its circulars and memoranda. All matters believed to be temporary in character will be included in the series but will be printed on tinted (green) paper in order to facilitate removal from the files after the temporary purpose has been served. The Office of Personnel will continue to issue its present two series of circulars and memoranda. The memoranda series which deals with temporary matters will be issued on tinted paper.
2. Circulars which amend, revise, or supplement the provisions of a previous circular will be issued under the original number, with a supplemental number also affixed.
3. Each circular will carry a subject matter file designation in order to facilitate filing by subject matter if desired.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 15, 1941.

MEMORANDUM NO. 333

Administrative Memoranda

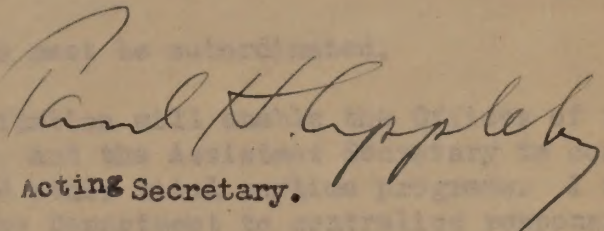
A recent study by a committee of Secretarial Office representatives makes clear that some changes in the various offices of the Department are necessary and desirable. It is suggested that the Secretary would improve their efficiency by those changes who find it necessary in the course of their day to day work to refer frequently to administrative instructions contained in these notices.

It is suggested that the following changes will be made:

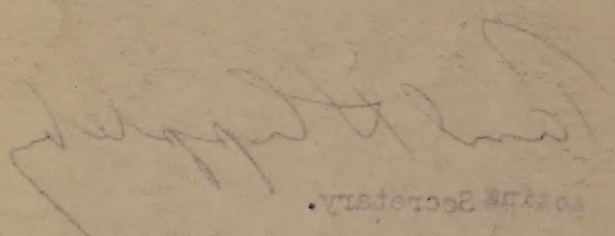
1. Not later than January 1, 1942, the Offices of Budget and Finance, Plant and Operations, Foreign Agricultural Relations, Information, and Solicitor, and by the end of the year 1942, the Office of the Secretary, will each have a single numbered series of administrative instructions for each office. The instructions which will be included in the series will be of a character which will be included in the series and will be printed on lined (green) paper in order to facilitate removal from the files after the primary purpose has been served. The Office of Personnel will continue to issue its present two series of circulars and memoranda. The memoranda series which deals with temporary matters will be issued on lined paper.
2. Circulars which amend, revise, or supplement the provisions of a previous circular will be issued under the original number, with a supplemental number also affixed.
3. Each circular will carry a subject matter designation in order to facilitate filing by subject matter if desired.

4. Numerical check lists will be issued at regular intervals and will indicate those circulars which have become obsolete. (Within the near future, those offices which have not done so previously will issue a complete check list of all past memoranda and circulars, indicating those which are still active.)
5. Circulars and memoranda will be sent to a central distribution point in each bureau so that the bureau may determine distribution within its own organization.
6. Extra copies of all circulars can be secured by calling the Office of Plant and Operations (Extension 3535). Extra copies of Personnel circulars and memoranda can also be obtained from the Office of Personnel (Extension 5207).

It is hoped that the above changes will make it unnecessary for operating offices to maintain as many complete sets of all administrative memoranda as has often been done, and thus help to reduce the volume of duplicated work. In addition temporary issuances can be more readily discarded without detriment to the administrative process.


Acting Secretary.

4. Numerical check lists will be issued at regular intervals and will indicate those circulars which have become obsolete. (Within the near future, those offices which have not done so previously will issue a complete check list of all past memoranda and circulars, indicating those which are still active.)
 5. Circulars and memoranda will be sent to a central distribution point in each bureau so that the Bureau may determine distribution within its own organization.
 6. Extra copies of all circulars can be secured by calling the Office of Plant and Operations (Extension 3535). Extra copies of Personnel circulars and memoranda can also be obtained from the Office of Personnel (Extension 3207).
- It is hoped that the above changes will make it unnecessary for operating offices to maintain as many complete sets of all administrative memoranda as has often been done, and thus help to reduce the volume of duplicated work. In addition temporary issues can be more readily discarded without detriment to the administrative process.


Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 13, 1941

MEMORANDUM NO. 960

Organization of Department for War Effort

In order to increase to the fullest possible extent the contribution of the Department of Agriculture toward winning the war, I am reorganizing the Department's administrative machinery.

The seventeen line agencies that now report directly to the Secretary are being grouped for more effective action and coordination under the direction of eight group administrators.

I am establishing an Agricultural Defense Board composed of eleven Department officials.

Through this Board and the grouping of the line agencies, we hope to contribute our maximum effort to the primary responsibility of American agriculture during the emergency--the production of the food and fiber needed by this country and her allies.

To this task, all others must be subordinated.

I feel that the reorganization will enable the Offices of the Secretary, the Under Secretary, and the Assistant Secretary to concentrate upon the production program and other vital wartime programs. I feel also that the changes will enable the Department to centralize responsibility for the execution of these programs; to center research activities of the Department upon war need; to produce abundantly without soil waste and destruction; to move toward a reduction in the number of Department agencies in the field which farmers must contact; and to enable the Department to meet all increased duties and responsibilities with greater efficiency and economy.

As I have said the primary responsibility of American agriculture is the production of the food and fiber needed for victory. Yet the experience of the first World War proved that hasty and poorly planned production can take a tremendous toll in human and soil resources. Because of national farm programs, we have the organization that should enable us to avoid some of the costly mistakes of the first World War.

As a further safeguard for our basic resource, the soil, I am grouping the Soil Conservation Service with the Agricultural Adjustment Administration. The technical skill of the Conservation Service should

be invaluable in helping us obtain the maximum of production with the minimum depletion of our soil. I am also placing the activities of the Federal Crop Insurance Corporation and of the Sugar Division under the supervision and direction of the Administrator of the Agricultural Adjustment and Conservation group; these latter agencies already have a single field administration and even more integration of the programs seems desirable from many standpoints. Each of the four agencies in this grouping will retain its present organizational status, but its activities will be under the supervision and direction of an Administrator, acting as my personal representative.

During the first World War, the scientific research agencies of the Department made notable contributions to victory. We hope to see to it that these agencies are even more effective during this war. Therefore, I am grouping together the Bureau of Animal Industry, Bureau of Dairy Industry, Bureau of Plant Industry, Bureau of Agricultural Chemistry and Engineering, the Bureau of Entomology and Plant Quarantine, the Bureau of Home Economics, the Office of Experiment Stations, and the Beltsville Research Center. These agencies will also retain their bureau status, but their activities will be under the supervision and direction of an Administrator, acting as my personal representative.

The work of purchasing American food to be sent to the British and other allies, together with many other important duties, is being handled by the Surplus Marketing Administration. In an effort to give all possible assistance toward the carrying out of this task, I am establishing an Agricultural Marketing group consisting of the Surplus Marketing Administration, the Commodity Exchange Administration, and the Agricultural Marketing Service (except for the Division of Agricultural Statistics). These agencies also retain their bureau status, but their activities will be under the supervision and direction of an administrator, acting as my personal representative.

In addition to his duties as Land Use Coordinator, I am designating Milton S. Eisenhower as Associate Director of Extension work.

The eight group administrators are:

R. M. Evans, Agricultural Adjustment and Conservation Administrator
C. B. Baldwin, Farm Security Administrator
Roy F. Hendrickson, Agricultural Marketing Administrator
John B. Hutson, President, Commodity Credit Corporation
Earle H. Clapp, Acting Chief, Forest Service
Eugene C. Auchter, Agricultural Research Administrator
Albert G. Black, Governor, Farm Credit Administration
Harry Slattery, Rural Electrification Administrator

PART I - Agricultural Adjustment and Conservation Administrator

1. The Agricultural Adjustment Administration, the Soil Conservation Service, the Federal Crop Insurance Corporation, and the Sugar Division are hereby placed under the direction and supervision of an Agricultural

Adjustment and Conservation Administrator. The Administrator, or, in his absence or inability to act, an Assistant Administrator, shall, as personal representative of and under the general direction and supervision of the Secretary, be responsible for the activities carried out by these agencies.

2. In the exercise of the authority vested in him by paragraph 1 of this memorandum, and in accordance with the applicable laws and regulations, the Administrator, or the Acting Administrator, shall, among other things, with respect to the agencies placed under his direction,

- a. direct and supervise their activities;
- b. direct and supervise the work of their officers and employees;
- c. delegate, in his discretion, his authority to their officers and employees;
- d. utilize their personnel, funds, property*, and services; and
- e. consolidate or integrate their administrative, technical, staff, and other services.

3. Mr. R. M. Evans is hereby designated as the Agricultural Adjustment and Conservation Administrator and Mr. Dillon S. Myer, in addition to the duties heretofore assigned to him, is hereby designated as Assistant Administrator of Agricultural Adjustment Conservation.

4. Mr. Fred Wallace is hereby designated as the Administrator and Mr. E. D. White as the Assistant Administrator of the Agricultural Adjustment Administration.

5. Messrs. Wallace and White are hereby designated as Members of the Board of Directors of the Federal Crop Insurance Corporation to take the places made vacant by the resignations of Messrs. C. W. Kitchen and B. R. Stauber. Mr. R. M. Evans will continue to serve as a Member and Chairman of the Board of Directors of the Corporation.

PART II - Agricultural Marketing Administrator

6. The Agricultural Marketing Service (except for the Division of Agricultural Statistics), the Commodity Exchange Administration, and the Surplus Marketing Administration are hereby placed under the direction and supervision of an Agricultural Marketing Administrator. The Administrator, or, in his absence or inability to act, an Assistant Administrator, shall, as personal representative of and under the general direction and supervision of the Secretary, be responsible for the activities carried out by these agencies.

*As used in this memorandum, property includes books, files, records, papers, equipment, and all other property and facilities.

7. In the exercise of the authority vested in him by paragraph 6 of this memorandum, and in accordance with the applicable laws and regulations, the Administrator, or the Acting Administrator, shall, among other things with respect to the agencies placed under his direction,

a. direct and supervise their activities;

b. direct and supervise the work of their officers and employees;

c. delegate, in his discretion, his authority to their officers and employees;

d. utilize their personnel, funds, property and services; and

e. consolidate or integrate their Administrative, technical, staff, and other services.

8. Mr. Roy F. Hendrickson is hereby designated as the Agricultural Marketing Administrator, and Mr. C. W. Kitchen, in addition to the duties heretofore assigned to him, is hereby designated as the Assistant Administrator.

9. Mr. E. W. Gaumnitz is hereby designated as the administrator of the Surplus Marketing Administration.

10. The Office of the Director of Marketing is hereby abolished.

PART III - Agricultural Research Administrator

11. The Bureau of Animal Industry, the Bureau of Dairy Industry, the Bureau of Plant Industry, the Bureau of Agricultural Chemistry and Engineering, the Bureau of Entomology and Plant Quarantine, the Bureau of Home Economics, the Office of Experiment Stations, and the Beltsville Research Center are hereby placed under the direction and supervision of an Agricultural Research Administrator. The Administrator, or, in his absence or inability to act, an Assistant Administrator, shall, as personal representative of and under the general direction and supervision of the Secretary, be responsible for the activities carried out by these agencies.

12. In the exercise of the authority vested in him by paragraph 11 of this memorandum, and in accordance with the applicable laws and regulations, the Administrator, or the Acting Administrator, shall, among other things, with respect to the agencies placed under his direction,

a. direct and supervise their activities;

b. direct and supervise the work of their officers and employees;

c. delegate, in his discretion, his authority to their officers and employees;

d. utilize their personnel, funds, property, and services;
and

e. consolidate or integrate their administrative, technical, staff, and other services.

13. Mr. E. C. Auchter is hereby detailed from his post as Chief of the Bureau of Plant Industry and designated as the Agricultural Research Administrator.

PART IV - Extension Service

14. Mr. M. S. Eisenhower, in addition to the duties heretofore assigned to him as Land Use Coordinator, is hereby designated as the Associate Director of Extension Work.

PART V - Bureau of Agricultural Economics

15. Mr. H. R. Tolley, in addition to the duties heretofore assigned to him, shall, under the general direction and supervision of the Secretary, have charge of the activities of the Division of Agricultural Statistics of the Agricultural Marketing Service.

16. In carrying out the duties vested in him by paragraph 15 of this memorandum, the Chief of the Bureau of Agricultural Economics is authorized and directed to utilize the funds, personnel, property, and services available to the Division of Agricultural Statistics, and for that purpose, he is hereby designated, in addition to the duties heretofore assigned to him, as Associate Chief of the Agricultural Marketing Service.

PART VI - Agricultural Defense Board

17. To assist the Secretary, the Under Secretary and the Assistant Secretary in obtaining the most efficient administration of the programs of the Department, there is hereby established the Agricultural Defense Board. This Board shall be composed of the Agricultural Adjustment and Conservation Administrator, the Agricultural Marketing Administrator, the Agricultural Research Administrator, the Farm Security Administrator, the Rural Electrification Administrator, the Chief of the Forest Service, the President of the Commodity Credit Corporation, the Governor of the Farm Credit Administration, and the heads of the Office of Agricultural Defense Relations, Bureau of Agricultural Economics, and the Extension Service. It shall be the duty of the Board to meet with and advise the Secretary as he may request.

18. The agricultural Program Board is hereby abolished.

PART VII - Administrative Committee

19. To facilitate the execution of the organizational changes outlined in this memorandum, there is hereby established for such period as may be necessary an administrative committee composed of the Solicitor, the

Director of Personnel, and the Director of Finance. The Solicitor shall act as chairman of the committee. The committee shall have the authority to determine the construction and the application of the provisions of this memorandum.

PART VIII - Miscellaneous

20. All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.

21. The provisions of this memorandum shall be effective on and after December 15, 1941.

Claude R. Wickard
Secretary.

Reg 651
1-12-42
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DEPARTMENT OF AGRICULTURE
WASHINGTON

January 12, 1942.

MEMORANDUM NO. 960, SUPPLEMENT 1

Conferring Additional Authority upon
Agricultural Research Administrator.

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Please return to
the Secretary's File Room

In addition to the authority conferred and the responsibility imposed upon the Agricultural Research Administrator in Part III of Memorandum No. 960, the Agricultural Research Administrator is authorized and directed to obtain from all agencies of the Department information concerning the current and contemplated research activities of such agencies, to advise the heads of departmental agencies concerning research plans and programs, and to make reports and recommendations to the Secretary of Agriculture regarding the research activities, plans, and programs of the several agencies of the Department. The heads of departmental agencies are directed to furnish to the Agricultural Research Administrator such information as he may request pursuant to the authority conferred upon him in this paragraph.

Claude R. Wickard

Secretary

Index entries:

AUTHORITY, DELEGATION OF

Agr'l Research Administrator, Additional Authority
Conferred upon

Research Activities, Authority Conferred upon Agr'l
Research Administrator

DEPARTMENT OF AGRICULTURE
WASHINGTON



January 12, 1922

FILED

MEMORANDUM NO. 960, FEBRUARY 1

Concerning Additional Authority with
Respect to Research Administration

In addition to the authority conferred and the
responsibility imposed upon the Agricultural
Research Administrator in Part III of the
No. 950, the Agricultural Research Administrator
is authorized and directed to appoint from the
agencies of the Department and outside of the
Department and to make reports and recommendations
of such agencies, to advise the Board of
Agricultural Research concerning research plans and
to make reports and recommendations
to the Board of Agricultural Research regarding the
research activities, plans, and progress of the
various agencies of the Department. The Board
of Agricultural Research is directed to report
to the Agricultural Research Administrator from
information as to any report made to the
authority conferred upon him in this connection.

Charles D. Whetzel

Secretary

Index enclosed:

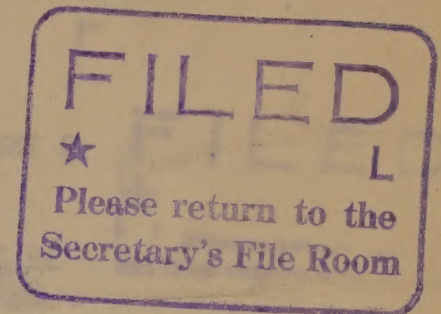
1. Agricultural Research, General
2. Agricultural Research, Administration
3. Agricultural Research, Finance
4. Agricultural Research, Statistics
5. Agricultural Research, Publications
6. Agricultural Research, Education
7. Agricultural Research, Extension
8. Agricultural Research, Miscellaneous

Reg. 698

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 7, 1942

MEMORANDUM NO. 960, AMENDMENT 1



Memorandum No. 960 and Supplement 2 of said memorandum are amended by striking out the words "Agricultural Adjustment and Conservation" and "Agricultural Adjustment Conservation" wherever they appear and by inserting in lieu thereof the words "Agricultural Conservation and Adjustment".

Claude R. Wickard

Secretary

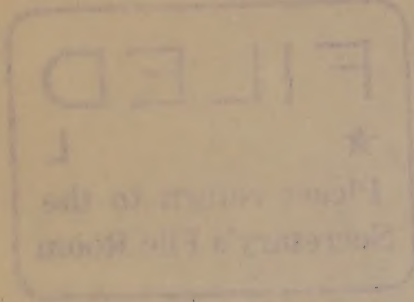
REORGANIZATION

Agricultural Adjustment and Conservation Administrator changed to Agricultural Conservation and Adjustment Administrator

Agricultural Conservation and Adjustment, Administrator, title changed

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 7, 1942



MEMORANDUM NO. 960, AMENDMENT 1

Memorandum No. 960 and Supplement 2 of said memorandum are amended by striking out the words "Agricultural Adjustment and Conservation" and "Agricultural Adjustment Conservation" wherever they appear and by inserting in lieu thereof the words "Agricultural Conservation and Adjustment".

Charles R. Wickard

Secretary

RECOMMENDATION
Agricultural Adjustment and Conservation Administration
to Agricultural Conservation and Adjustment Administration
title changed



DEPARTMENT OF AGRICULTURE
WASHINGTON

January 12, 1942.

please center
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MEMORANDUM NO. 960, SUPPLEMENT 2

Reg 652
1-12-42
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FILED

Delegation of Authority to Administrator of
Agricultural Adjustment and Conservation

★ Please return to
the Secretary's Office

1. The titles of the Administrator and Assistant Administrator of the Agricultural Adjustment Administration are hereby changed to Chief and Assistant Chief, respectively, of the Agricultural Adjustment Administration.

2. All delegations of authority heretofore made by me to the Administrator of the Agricultural Adjustment Administration, pursuant to any Act of Congress administered by the Department of Agriculture, are hereby revoked, and all such powers heretofore so delegated shall hereafter be exercised by the Administrator of Agricultural Adjustment and Conservation.

3. The Administrator of Agricultural Adjustment and Conservation shall have authority to redelegate any of such functions to the Chief of the Agricultural Adjustment Administration.

Claude R. Wickard

Secretary

AUTHORITY, DELEGATION OF

Agr'l Adjust. Adm., Change of Titles from Administrator and Asst. Administrator to Chief and Asst. Chief

Agr'l Adjust. and Conservation Administrator, Delegation of Authority to

ORGANIZATION /

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 960, SUPPLEMENT 2

Delegation of Authority to Administrator of
Agricultural Adjustment and Conservation

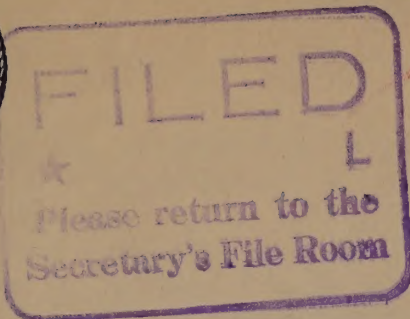
1. The titles of the Administrator and Assistant Administrator of the Agricultural Adjustment Administration are hereby changed to Chief and Assistant Chief, respectively, of the Agricultural Adjustment Administration.
2. All delegations of authority heretofore made by me to the Administrator of the Agricultural Adjustment Administration, pursuant to any Act of Congress administered by the Department of Agriculture, are hereby revoked, and all such powers heretofore so delegated shall hereafter be exercised by the Administrator of Agricultural Adjustment and Conservation.
3. The Administrator of Agricultural Adjustment and Conservation shall have authority to redelegate any of such functions to the Chief of the Agricultural Adjustment Administration.

Charles R. Wickard
Secretary

ADMINISTRATIVE DELEGATION OF
AUTHORITY TO THE CHIEF OF THE
AGRICULTURAL ADJUSTMENT AND
CONSERVATION ADMINISTRATION
AND ASSISTANT CHIEF



DEPARTMENT OF AGRICULTURE
WASHINGTON



February 25, 1942.

double space
MEMORANDUM NO. 960 - SUPPLEMENT 3 *omit underscore*

U. S. Department of Agriculture War Board

In Memorandum No. 960, on the Organization of Department for War Effort, I established an Agricultural Defense Board composed of eleven Department officials.

Because most of the problems dealt with by this Board relate to the prosecution of the Department's war responsibilities and because it will be stimulating and reviewing the work of the State and County War Boards, the name of the Agricultural Defense Board is hereby changed to U. S. Department of Agriculture War Board.

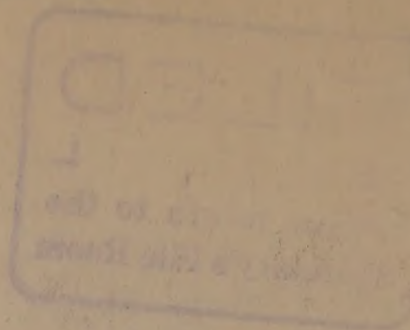
Claude R. Wickard

Secretary

WAR BOARDS

War Board, U.S.D.A., change of name to
Agr'l Defense Board, change of name to U.S.D.A. War Board
Defense Board, Agr'l, change of name to U.S.D.A. War Board

DEPARTMENT OF AGRICULTURE
WASHINGTON



January 22, 1942

MEMORANDUM NO. 960 - SUBMITTAL

U. S. Department of Agriculture

In Memorandum No. 960, on the organization of the Department for the effort, I established an Agricultural Defense Board composed of eleven Department officials.

Because most of the problems dealt with by this Board relate to the prosecution of the Department's responsibilities and because it will be stimulating and revising the work of the State and County War Boards, the name of the Agricultural Defense Board is hereby changed to U. S. Department of Agriculture War Board.

Charles R. M. [illegible]
Secretary

Mr. Board, U. S. D. A. ...
Mr. Board, U. S. D. A. ...
Mr. Board, U. S. D. A. ...



DEPARTMENT OF AGRICULTURE
WASHINGTON

★
Please return to
the Secretary's File Room

December 17, 1941.

MEMORANDUM NO. 961

Departmental Equipment Mobilization as
a Contribution to Civilian Defense

Pursuant to the policy of the Department to make all its resources available in the furtherance of national defense, it is now urgent that all Department-owned equipment used in the conduct of its many programs be mobilized so that it may be used in an orderly and efficient manner to render aid to the extent of its capacity in any needs of civilian defense. Such equipment includes, but is not restricted to, automotive, vehicular, construction, maintenance, earth moving, metal and woodworking, firefighting and repair machinery in the Department, together with all necessary personnel, complementary and supplementary tools, supplies, appliances and devices.

To effectuate this policy and to expedite the organization, prosecution and direction of the program as a unified activity of all Departmental agencies owning and operating such equipment, I am hereby establishing a USDA Equipment Mobilization Committee to be composed of a representative designated by the chief of each of the following bureaus and offices, and the members of the Departmental Technical Advisory Board:

Bureau of Agricultural Chemistry and Engineering	Farm Security Administration
Bureau of Agricultural Economics	Forest Service
Agricultural Marketing Service	Bureau of Plant Industry
Bureau of Animal Industry	Office of Plant and Operations
Bureau of Dairy Industry	Rural Electrification Adminis- tration
Bureau of Entomology and Plant Quarantine	Soil Conservation Service
Office of Experiment Stations	

The USDA Equipment Mobilization Committee shall define policies, formulate plans, outline procedures and generally coordinate the activities with the Office of Civilian Defense.

DEPARTMENT OF AGRICULTURE
WASHINGTON



December 17, 1941

MEMORANDUM NO. 201

Departmental Equipment Mobilization as
a Contribution to Civilian Defense

Pursuant to the policy of the Department to make all its resources available in the furtherance of national defense, it is now urgent that all Department-owned equipment used in the conduct of its many programs be mobilized so that it may be used in an orderly and efficient manner to render aid to the extent of its capacity in any needs of civilian defense. Such equipment includes, but is not restricted to, automotive, ventilator, construction, machine, earth moving, metal and woodworking, illuminating and repair machinery in the Department, together with all necessary personnel, complementary and supplementary tools, supplies, appliances and accessories.

To effectuate this policy and to expedite the organization, provision and direction of the program as a unified activity of all Departmental agencies owning and operating such equipment, I am hereby establishing a USDA Equipment Mobilization Committee to be composed of a representative designated by the chief of each of the following bureaus and offices, and the members of the Departmental Technical Advisory Board:

Bureau of Agricultural Chemistry and Engineering	Forest Service
Bureau of Agricultural Economics	Bureau of Plant Industry
Agricultural Marketing Service	Office of Plant and Operations
Bureau of Animal Industry	Bureau of Plant and Operations
Bureau of Dairy Industry	Forest Service
Bureau of Entomology and Plant Quarantine	Forest Service
Office of Experiment Stations	Forest Service

The USDA Equipment Mobilization Committee shall define policies, formulate plans, outline procedures and generally coordinate the activities with the Office of Civilian Defense.

Detailed plans, coordination with Regional Directors of Civilian Defense, field organization of equipment, detailed procedures and the execution and conduct of the program shall be the responsibility of Regional USDA Equipment Mobilization Committees. Basic to this plan will be a complete inventory of all Department-owned equipment in all categories which could contribute to any phase of civilian defense. The regional committees will be organized in each Civilian Defense Area as established by the Office of Civilian Defense, which areas correspond to existing Army Corps Areas. The membership of the committees shall be designated by the Chiefs of Bureaus and Offices having equipment in each Civilian Defense Area. Should the circumstances require, sub-committees shall be established in the interest of effective cooperation with the subdivision of an Area.

In order that the program shall be promptly inaugurated and executed effectively and efficiently with all the vigor our National Emergency demands, the several cooperating bureaus and agencies may detail, on a full-time basis, engineering, supervisory, clerical and other personnel as may be deemed necessary at the discretion of the regional committees. Such personnel, together with the several committees, shall continue to function for the duration of the war.

The names of the bureau representatives designated for membership on the Departmental Committee shall be submitted, not later than December 29, 1941, to Arthur B. Thatcher, Chief of the Office of Plant and Operations, whom I have asked to serve as Chairman.

Claude R. Wickard

Secretary

Detailed plans, coordination with regional interests of civilian defense, field organization of equipment, detailed procedures and the execution and control of the program shall be the responsibility of Regional USAR equipment Mobilization Committees. Basic to this plan will be a complete inventory of all Department-owned equipment in all categories which could contribute to any phase of civilian defense. The regional committees will be organized in each Civilian Defense Area as established by the Office of Civilian Defense, which areas correspond to existing Army Corps Areas. The membership of the committees shall be designated by the Chief of Bureau and Offices having equipment in each Civilian Defense Area. Should the circumstances require, sub-committees shall be established in the interest of effective cooperation with the subdivision of an Area.

In order that the program shall be promptly inaugurated and executed effectively and efficiently with all the vigor our National War-Relief Councils, the several cooperating bureaus and agencies may be called, on a full-time basis, engineering, supervisory, clerical and other personnel as may be deemed necessary at the discretion of the regional committees. Such personnel, together with the several committees, shall continue to function for the duration of the war.

The names of the bureau representatives designated for membership on the Departmental Committee shall be submitted, not later than December 29, 1941, to Arthur M. Thatcher, Chief of the Office of Plant and Operations, whom I have asked to serve as Chairman.

Secretary

Charles F. Whitcomb

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

*Reel and Absorb
by Gen H. C. 68*

February 10, 1942.

MEMORANDUM NO. 961, SUPPLEMENT 1

Inclusion of Beltsville Research Center in
the Department Equipment Mobilization Program

In addition to the bureaus and offices enumerated in Secretary's Memorandum No. 961 for participation in the Department Equipment Mobilization Program, the Beltsville Research Center is hereby designated for inclusion as a Department agency in the program activities.

Claude R. Wickard

Secretary

CIVILIAN DEFENSE

Equipment Mobilization Program, Inclusion of Beltsville Center in
Beltsville Research Center included in Equipment Mobilization
Program

February 10, 1942

MEMORANDUM FOR THE DIRECTOR

Subject: Investigation of the activities of the
German Government in the United States

It appears to the Bureau and other interested parties
that the German Government is engaged in a
systematic campaign to influence the United States
Government and the American people. This campaign
is being conducted through a variety of means,
including the use of propaganda, espionage, and
other methods.

Very truly yours,

Charles A. Wickham
Director

ENCLOSURE

Enclosed for the Bureau are two copies of a
report on the activities of the German Government
in the United States.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 18, 1941.

MEMORANDUM NO. 962

Details of Employees

The attention of all bureaus and offices is directed to the rules and procedures governing details of employees, issued pursuant to Department Regulation 2712,- in particular to the following:

"In both the departmental and field services, details to other agencies of the government, including the legislative branch, shall be made only with the prior approval of the Director of Personnel. Recommendations for details to other agencies shall be made on Form AD-41, by the bureau or office from which the detail is made, and the entry on the form following the words "Action Requested" shall be DETAIL TO (name of agency). If the recommendation is approved, one copy of the Form AD-41 will be returned to the bureau, with the approval and date indicated thereon."

Exceptions to this rule are not authorized, and strict compliance with it, and with all other provisions governing details of employees, is required of bureaus and offices in this Department.

Claude R. Wickard
Secretary

Document No. 100

MEMORANDUM NO. 100

Details of Employees

The attention of all persons and officials directed to the rules and regulations governing details of employees, issued pursuant to Department Regulation 100, is particularly to the following:

1. In both the Department and field offices, details to other agencies of the Government, including the legislative branch, shall be made only with the prior approval of the Director of Personnel. Recommendations for details to other agencies shall be made on Form AD-10, by the Bureau or Office from which the detail is made, and the entry on the form following the words "Detail" shall be "Detail to (name of agency)". If the recommendation is approved, one copy of the form AD-10 will be returned to the Bureau, with the approval and date indicated thereon.

2. Exceptions to this rule are authorized, and shall be made only with the prior approval of the Director of Personnel. In such cases, the Director of Personnel shall be advised in this report.

Charles D. Wickard
Secretary

*Belong to absolute
Y.H.C. 68*

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 23, 1941

MEMORANDUM NO. 963

Air Raid Precautions for Agriculture Buildings Group

The recent announcement by Brigadier General Philip B. Fleming, Administrator of the Federal Works Agency, of the establishment of an air raid warden and anti-saboteur organization within all Government buildings, requires the attention of all employees of the Department of Agriculture in Washington, D. C.

Mr. W. E. Reynolds, Commissioner of the Public Buildings Administration, has been designated Chief Warden, and Mr. Charles A. Peters, Buildings Manager, has been named Deputy Warden in Charge of Government Buildings in the District of Columbia.

The Group Superintendents of the various Public Buildings Administration buildings groups are named Group Wardens in charge of buildings under their jurisdiction, both government-owned and leased. Mr. Roy L. Swenson, Superintendent of the Agriculture Group, is Group Warden, and Captain Charles Magee of the Guard Force is Assistant Warden.

I have requested the Chief of the Office of Plant and Operations, who is the Department's liaison officer with the Public Buildings Administration, to be responsible for Departmental cooperation.

The daytime organization must, of necessity, be recruited almost entirely from Agriculture personnel. This is essential when it is considered that there are over 8,000 of our employees in the Agriculture Buildings Group.

The organizational pattern already has been determined and recruiting started. I expect all of our employees to cooperate to the fullest extent in this protective program and give cheerful compliance to its execution. Many of our people already have had the type of training necessary to satisfactory performance of many of the positions. Others, however, who must be appointed without prior training, will be required to attend special training classes.

In order to develop an organization quickly the training will be intensive and some of it will have to be done during regular working hours. It is important that the employees selected for this voluntary duty be released from their regular duties for the necessary training periods. Before any employees are selected for these posts of duty, approval will be secured from the employee's bureau of office through the Office of Plant and Operations. Any suggestions as to particularly qualified personnel or volunteers should be made through bureau channels to that office.

There is attached a list of Public Buildings Administration Groups where Department of Agriculture activities occupy space. In each instance the Group Superintendent is named Group Air Raid Warden. Officials in charge of our activities in these buildings, except in the Agriculture Group, should contact these Group Wardens for instructions regarding air raid precautions.

Claude P. Wickard

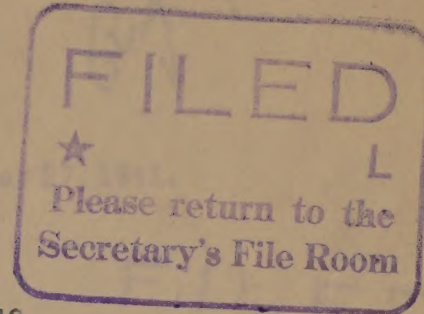
Secretary

<u>Group</u>	<u>Superintendent</u>	<u>Location</u>	<u>Building</u>
Revenue Post Office	A. Trail	Rm. 1022, Internal Revenue Building	1300 E St., N. W. Old Post Office, 12th & Pa. Ave., N. W.
Social Security	F. R. Brant	Rm. 1565, New Social Security Building	220 Canal St., S. W.
Arlington	A. G. Mann	Rm. 115, Arlington Building	1328-30 N. Y. Ave., N. W. Hill & Tibbetts Garage, 1114 Vermont Ave., N. W.
Procurement	A. B. Carpenter	Rm. L-8, Procurement, 7th & D Sts., S. W.	615 D St., S. W. 908 Independence Ave., S. W. 215 8th St., S. W. Fisheries Bldg. & Annex, 6th & Independence Ave., S. W. 1007-09 E St., S. W.
State	W. E. Wilson	Rm. 090, State Bldg., 17th & Pa. Ave.	Barr Bldg., 910 17th St., N. W. Longfellow Bldg., 1201 Conn. Ave., N. W. Rizik, 1737 L St., N. W. 1216 20th St., N. W. 3209 Highland Pl., N. W.
Civil Service - G.A.O.	S. W. Hawkins	Rm. 103, Tariff Bldg., 7th & E Sts., N. W.	416 5th St., N. W. Printcraft, 930 H St., N. W. Standard Oil Bldg., 261 Constitution Ave., N. W. Steuart Motor Bldg., 1014 5th St., N. W. 460 N. Y. Ave., N. W.

<u>Group</u>	<u>Superintendent</u>	<u>Location</u>	<u>Building</u>
War	C. B. Mulvehill	Rm. 2028, War Dept.	501-13 26th St., N. W.
Agriculture	R. L. Swenson	Rm. 0018, South Bldg.	428 12th St., S. W. 400 11th St., S. W. 224 12th St., S. W. South Bldg., 12th & Independence Ave., S. W. Agricultural Annex, 12th & C Streets, S. W. Explosion Vault, The Mall Auditors Bldg., 14th & Independence Ave., S. W. Administration Bldg.
Independent of Building Groups			U. S. National Museum, The Mall National Arboretum, 28th & M Sts., N. E.



DEPARTMENT OF AGRICULTURE
WASHINGTON



March 12, 1942.

MEMORANDUM NO. 963, Supplement No.1

Air Raid Drills in Agriculture Buildings Group

Soon after my Memorandum No. 963, dated December 23, 1941, was issued, an organization for Civilian Defense was established in the Agriculture Buildings Group. There have been several drills in the Group, conducted for the purpose of training under actual conditions, and each drill has been progressively better than the preceding one. Several hundred of our people are serving in this organization and are taking or have completed training in first aid, bombs, gases and evacuation.

The employees of the Department are to be congratulated on the cooperation and cheerful compliance which they have rendered to this necessary organization. Occasionally, drills will have to be conducted and general vigilance on the part of our employees must be continued in order that we may be prepared to offer the best defense possible if such be necessary.

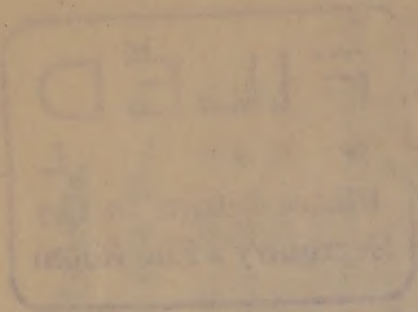
Claude R. Wickard

Secretary

CIVILIAN DEFENSE

Air Raid Drills, Employees Congratulated by Secretary on cooperation

DEPARTMENT OF AGRICULTURE
WASHINGTON



March 12, 1943

MEMORANDUM NO. 905, Supplement No. 1

Air Raid Drills in Agricultural Buildings Group

Soon after my memorandum No. 903, dated December 22, 1941, was issued, an organization for Civilian Defense was established in the Agricultural Buildings Group. There have been several drills in the Group, conducted for the purpose of training and getting acquainted with each other. Each drill has been progressively better than the preceding one. Several hundred of our people are serving in this organization and are taking or have completed training in first aid, bombs, gases and evacuation.

The employees of the Department are to be congratulated on the cooperation and cheerful compliance which they have rendered to this necessary organization. Occasionally, drills will have to be conducted and general vigilance on the part of our employees must be continued in order that we may be prepared to offer the best defense possible if such be necessary.

Charles A. Wickard

Secretary

CIVILIAN DEFENSE
Air Mail Drills, Supplement No. 1 to Memorandum No. 903



DEPARTMENT OF AGRICULTURE
WASHINGTON

*Reg. No 629
12-27-41*

December 27, 1941.

FILED
★
Please return to
the Secretary's File Room

MEMORANDUM NO. 964

Regular Hours of Duty on January 1, and February ²³~~22~~, 1942

Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on January 1, and February ²³~~22~~, 1942, in view of the war.

The Director of Personnel will provide for the application of this order.

Claude R. Wickard

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



January 27, 1942

FILED

MEMORANDUM NO. 964

Regular Hours of Duty on January 1, and February 22, 1942

Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on January 1, and February 22, 1942, in view of the war.

The Director of Personnel will provide for the application of this

order.

Charles D. Wickard

Secretary